

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client Name]
[Client Designation]
[Client Company Name]
[Client Address]

Subject: Invoice for Recruitment Shortlist Presentation - [Job Title/Reference Number]

Dear [Contact Person Name],

Please find attached the invoice for the shortlist presentation fee regarding the recruitment process for the position of **[Job Title]**.

Following our successful presentation of the qualified candidates on [Date], this invoice covers the professional services rendered in the sourcing, screening, and shortlisting phase as per our signed agreement.

Invoice Summary:

- Invoice Number: [Invoice Number]
- Amount Due: [Currency] [Amount]
- Due Date: [Date]

Payment can be made via [Bank Transfer/Check/Online Portal] using the details provided on the attached invoice. Please use the invoice number as your payment reference.

We look forward to proceeding with the next stage of the interview process. If you have any questions regarding this invoice, please contact our accounts department at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]