

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

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

RE: Invoice for Shortlist Completion - [Job Title / Position Name]

Dear [Client Contact Name],

I am pleased to confirm that we have successfully completed the shortlist stage for the [Job Title] search assignment.

As per our Retained Search Agreement, the second installment of the recruitment fee is now due upon the presentation of the qualified shortlist of candidates. Please find the attached invoice [Invoice Number] for your records.

Assignment Details:

- **Position:** [Job Title]
- **Total Agreed Fee:** [Total Amount]
- **Milestone:** Shortlist Presentation (Stage 2 of 3)
- **Amount Due:** [Amount Due]
- **Due Date:** [Due Date]

We look forward to proceeding with the interviews and moving closer to a successful placement. Please let us know if you have any questions regarding the candidates or the attached invoice.

Thank you for your continued partnership.

Sincerely,

[Your Name]
[Your Title]