

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Re: Invoice for Second Tranche - Retained Search for [Job Title]

Dear [Client Last Name],

I am writing to provide an update on the progress of the search for your [Job Title] and to submit our invoice for the second installment of the retained recruitment fee.

As per our agreement dated [Agreement Date], the second tranche is due upon the presentation of the short-listed candidates. We have now completed the initial screening and interviewing phase, and we are pleased to present the following candidates for your review:

- [Candidate Name 1]
- [Candidate Name 2]
- [Candidate Name 3]

Attached to this letter, please find Invoice #[Invoice Number] for the amount of [Amount].

We look forward to scheduling the next round of interviews with your team. Please let us know your availability so we can coordinate accordingly.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]