

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Title]  
[Client Company Name]  
[Client Address]

Subject: Invoice for Milestone Two - [Job Title/Reference Number]

Dear [Client Name],

I am pleased to provide you with an update regarding the executive search for the [Job Title] position. We have completed the initial research and sourcing phase, and have successfully transitioned into the interview and assessment stage.

As per our Retained Search Agreement, we have now reached Milestone Two: Presentation of the Shortlist. Enclosed with this letter, please find our invoice for the second installment of the search fee.

We are currently finalizing the detailed candidate profiles for the individuals we have vetted for this role. I look forward to presenting these candidates to you on [Date/Time] to discuss their qualifications and schedule your initial interviews.

Thank you for your continued partnership and trust in our firm. Please let me know if you have any questions regarding the enclosed invoice or the current status of the search.

Sincerely,

[Your Signature]  
[Your Printed Name]