

[Sender Name]  
[Sender Title]  
[Agency Name]  
[Date]

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

RE: Shortlist Presentation Invoice - Search for [Job Title]

Dear [Client Name],

Following our presentation of the candidate shortlist for the [Job Title] position on [Date], I am pleased to submit the invoice for the second installment of our retained search fee.

As per our signed agreement, this milestone payment represents [Percentage]% of the total estimated fee. This reflects the completion of the research, identification, and preliminary interviewing phases of the project.

Please find attached Invoice #[Number] for the amount of [Currency/Amount].

We look forward to coordinating the upcoming interviews with the selected candidates. Should you have any questions regarding the invoice or the next steps in the recruitment process, please let me know.

Sincerely,

[Sender Signature]

[Sender Name]