

[Sender Name]
[Sender Title]
[Company Name]
[Date]

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

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

Dear [Client Name],

Following our presentation of the candidate shortlist for the position of [Job Title] on [Date], please find the attached invoice for the second installment of the retained search fee.

As per our signed agreement, this milestone payment represents [Percentage]% of the total projected fee, triggered by the successful identification and delivery of qualified candidates for your review.

Invoice Details:

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

We look forward to coordinating the interviews with the selected candidates. Please let us know your preferred dates and times so we may finalize the schedule.

Thank you for your continued partnership.

Sincerely,

[Sender Signature]

[Sender Name]