

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

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

Re: Final Invoice - Executive Search for [Position Name]

Dear [Client Last Name],

It has been a pleasure working with [Client Company Name] on the executive search for your new [Position Name]. We are delighted that [Placed Candidate Name] has accepted the offer and is scheduled to begin on [Start Date].

With the successful conclusion of this assignment, please find attached our final invoice (No. [Invoice Number]) for the remaining professional fees and any outstanding expenses incurred during the search process.

Billing Summary:

- Final Professional Fee: \$[Amount]
- Remaining Reimbursable Expenses: \$[Amount]
- **Total Balance Due: \$[Total Amount]**

Please remit payment by [Due Date] via [Payment Method].

Thank you for the opportunity to partner with your organization. We look forward to seeing the impact [Placed Candidate Name] will make on your team. We will follow up in a few months to ensure a smooth transition and integration.

Sincerely,

[Your Name]
[Your Title]
[Your Email/Phone Number]