

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

Dear [Client Contact Name],

It is with great pleasure that we conclude the executive search for the position of **[Job Title]**. We are delighted that **[Placed Candidate Name]** has accepted the offer and will be joining your team on **[Start Date]**.

As per our Retained Search Agreement dated [Date of Agreement], this letter serves as the final invoice for our professional services. This final installment represents the remaining balance of the total search fee based on the candidate's first-year compensation package.

Placement Details:

- Candidate Name: [Placed Candidate Name]
- Position: [Job Title]
- Agreed Total Fee: [Total Amount]
- Previous Installments Paid: [Amount Already Paid]
- **Balance Due: [Remaining Amount]**

Please find the formal invoice attached for your records. We kindly request payment within [Number] days of receipt.

It has been a privilege working with [Client Company Name] on this critical hire. We are confident that [Placed Candidate Name] will make a significant contribution to your organization's success. We will follow up in the coming months to ensure a smooth transition and integration.

Thank you for your partnership and your trust in our services.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]