

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

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

RE: Final Installment Invoice - Retained Search for [Job Title]

Dear [Client Contact Name],

We are pleased to confirm the successful completion of the executive search for the [Job Title] position with the appointment of [Candidate Name], who is scheduled to begin on [Start Date].

In accordance with our Retained Search Agreement dated [Agreement Date], please find enclosed our final invoice (Invoice #[Number]) for the remaining balance of the professional recruitment fee.

Payment Summary:

- Total Retained Fee: \$[Total Amount]
- Previous Installments Paid: \$[Amount Already Paid]
- **Final Installment Due: \$[Remaining Balance]**

Please remit payment by [Due Date] via [Payment Method: Wire Transfer/Check/ACH].

It has been a pleasure working with your team on this critical hire. We wish [Candidate Name] and [Client Company Name] great success. We look forward to supporting your future talent needs.

Sincerely,

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