

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

[City, State, Zip]

RE: Project Closure and Final Invoice - [Job Title/Reference Number]

Dear [Client Name],

Following the successful placement of [Candidate Name] as your new [Job Title], I am writing to formally close this retained search assignment. We are pleased that the search resulted in such a strong addition to your leadership team.

Please find attached our final invoice ([Invoice Number]) for the remaining balance of the search fee. This invoice covers:

- Final installment of the professional search fee
- Final itemized expenses (if applicable)

Our payment terms are [Number] days from the receipt of this invoice. You may settle the balance via [Payment Method: Wire Transfer/Check/ACH].

We will check in with you and [Candidate Name] in thirty days to ensure a smooth onboarding process. In the meantime, please do not hesitate to reach out if you have any questions regarding this billing or the transition.

It has been a pleasure working with [Company Name] on this critical hire, and we look forward to partnering with you again in the future.

Best regards,

[Your Name]

[Your Title]

[Search Firm Name]