

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

[Date]

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

**RE: Invoice for Executive Placement - [Candidate Name]**

Dear [Client Contact Name],

We are pleased to formally confirm the successful placement of **[Candidate Name]** as **[Job Title]** with **[Client Company Name]**, effective **[Start Date]**.

Enclosed is Invoice #[Invoice Number] regarding the professional recruitment fee for this search. As per our signed agreement dated [Agreement Date], the fee is calculated based on the candidate's first-year base salary.

**Placement Details:**

- **Candidate:** [Candidate Name]
- **Position:** [Job Title]
- **Start Date:** [Start Date]
- **Placement Fee:** [Amount]

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

It has been a pleasure working with your team on this executive search. We are confident that [Candidate Name] will make a significant impact on your organization's leadership team. We look forward to supporting your future hiring needs.

Sincerely,

[Your Name]  
[Your Title]