

[Your Name/Agency Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Hiring Manager Name]

[Company Name]

[Department Name]

[Company Address]

Subject: Invoice for Campus Recruitment Services - [Month, Year]

Dear [Hiring Manager Name],

Please find attached the invoice for campus recruitment consultancy services provided during the period of [Start Date] to [End Date].

Summary of Services Rendered:

- On-campus career fair representation at [University Names].
- Candidate screening and initial interviews for [Job Titles].
- Coordination of information sessions and networking events.
- Management of applicant tracking and campus faculty relations.

Invoice Details:

- **Invoice Number:** [Number]
- **Total Amount Due:** \$[Amount]
- **Payment Due Date:** [Date]

Please remit payment via [Direct Deposit/Wire Transfer/Check] according to the instructions on the attached invoice. If you have any questions regarding the breakdown of hours or expenses, please feel free to contact me.

Thank you for the opportunity to support your campus hiring initiatives.

Sincerely,

[Your Signature]

[Your Printed Name]