

**From:** [Contractor Name/Agency Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

**Date:** [Current Date]

**To:** [Client Contact Name]  
[Client Company Name]  
[Address Line 1]  
[City, State, Zip Code]

**Subject: Monthly Invoice for Executive Search Services - [Month, Year]**

Dear [Contact Name],

Please find attached the invoice for executive search services provided during the period of [Start Date] to [End Date].

**Summary of Services:**

- Monthly Retainer / Professional Fees
- Candidate Sourcing and Screening for [Job Title/Position]
- Interview Coordination and Assessment
- Reimbursable Expenses (Receipts attached)

**Invoice Number:** [Invoice #]

**Total Amount Due:** \$[Amount]

**Due Date:** [Date]

Payment can be made via [Wire Transfer/Check/ACH]. Please let me know if you have any questions regarding the details of this statement.

Thank you for the continued partnership.

Sincerely,

[Signature]  
[Contractor Name]