

Date: [Date]

To:

[Hiring Manager Name]

[Company Name]

[Company Address]

Subject: Invoice for Recruitment Commission - [Month, Year]

Dear [Recipient Name],

Please find attached the invoice for recruitment consultancy services provided during the month of [Month]. This commission relates to the successful placement of the following candidate(s):

Candidate Name	Position Placed	Start Date	Agreed Commission Fee
[Candidate Name 1]	[Job Title]	[Date]	[Amount]
[Candidate Name 2]	[Job Title]	[Date]	[Amount]

Total Amount Due: [Total Amount]

Payment is requested within [Number] days of the date of this letter. Please make the payment via bank transfer using the details below:

Bank Name: [Bank Name]

Account Name: [Account Name]

Account Number: [Account Number]

Sort Code / IBAN: [Details]

Thank you for your continued partnership. Should you have any questions regarding this invoice, please contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]