

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

[Date]

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

RE: INVOICE FOR TEMPORARY TO PERMANENT CONVERSION FEE - [Employee Name]

Dear [Client Contact Name],

Following our recent discussions, we are pleased to confirm the permanent placement of [Employee Name] with [Client Company Name], effective [Start Date].

As a gesture of our valued partnership, we have applied a discounted rate to the standard conversion fee for this transition. Please find the billing details below:

- **Standard Conversion Fee:** [Amount]
- **Discount Applied:** [Percentage/Amount]
- **Final Discounted Fee:** [Final Amount]

Please find the formal invoice (Invoice #[Number]) attached to this letter. Payment is due by [Due Date] per our agreed terms.

We have enjoyed providing temporary staffing support during this period and wish [Employee Name] and your team continued success.

If you have any questions regarding this invoice, please contact our accounts department at [Phone/Email].

Sincerely,

[Your Name]
[Your Title]