

[Sender Name]  
[Agency Name]  
[Address]  
[City, State, Zip Code]  
[Email]  
[Phone Number]

[Date]

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

**RE: Invoice for Early Placement Conversion Fee - [Candidate Name]**

Dear [Recipient Name],

This letter serves as a formal invoice for the conversion of [Candidate Name] from a temporary assignment to a permanent position within your organization, effective [Start Date].

As per our signed Service Agreement dated [Agreement Date], a conversion fee is applicable for temporary-to-permanent placements that occur prior to the completion of the standard [Number of Hours] hour probationary period. [Candidate Name] completed [Number of Hours Worked] hours prior to the offer of permanent employment.

**Invoice Details:**

- **Candidate Name:** [Candidate Name]
- **Permanent Hire Date:** [Date]
- **Agreed Annual Salary:** [Amount]
- **Conversion Fee Percentage:** [Percentage]%
- **Total Fee Due:** [Amount]

Please find the attached formal invoice [Invoice Number] for your records. Payment is requested within [Number] days of the date of this letter, per our standard credit terms.

We have enjoyed partnering with you to find the right talent for your team and wish [Candidate Name] great success in their new permanent role.

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

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]