

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

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

RE: INVOICE FOR EXECUTIVE PLACEMENT CONVERSION FEE

Dear [Recipient Name],

This letter and the attached invoice serve as a formal request for payment regarding the temporary-to-permanent conversion of **[Employee Name]** for the position of **[Executive Job Title]**, effective **[Conversion Date]**.

Per our signed Professional Services Agreement dated [Date of Contract], a conversion fee is due upon the transition of a contracted executive to a permanent full-time employee. The fee calculation is as follows:

- **Employee Name:** [Employee Name]
- **Agreed Annual Salary:** \$[Amount]
- **Conversion Fee Percentage:** [Percentage]%
- **Total Fee Due:** \$[Total Amount]

Please find the formal Invoice #[Number] attached. We request that payment be made via [Check/Wire Transfer/ACH] within [Number] days of receipt.

It has been a pleasure supporting [Client Company Name] with this executive search. We wish [Employee Name] great success in their permanent role within your leadership team.

Sincerely,

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