

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

[Date]

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

RE: Invoice for Temporary to Permanent Conversion Fees

Dear [Client Contact Name],

This letter serves as a formal invoice for the conversion fees regarding the following employees who have successfully transitioned from temporary assignments to permanent employment with [Client Company Name].

Candidate Name	Conversion Date	Agreed Fee Percentage	Annual Salary	Total Fee
[Candidate 1 Name]	[Date]	[X]%	[\$Amount]	[\$Amount]
[Candidate 2 Name]	[Date]	[X]%	[\$Amount]	[\$Amount]
[Candidate 3 Name]	[Date]	[X]%	[\$Amount]	[\$Amount]
Total Amount Due:				[\$Total Sum]

Payment is due within [Number] days of the date of this letter. Please make checks payable to [Your Company Name] or contact us for wire transfer details.

We appreciate your continued partnership and wish these employees great success in their permanent roles.

Sincerely,

[Your Name]
[Your Title]