

[Company Name]
[Address Line 1]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Conversion Fee Invoice for [Employee Name]

Dear [Contact Name],

Please find enclosed the invoice for the placement fee regarding the permanent hire of [Employee Name]. As per our negotiated agreement, this fee is due following the conversion of the candidate from temporary status to a permanent position within your organization.

Placement Details:

- Candidate Name: [Employee Name]
- Conversion Date: [Date]
- Negotiated Fee Percentage: [Percentage]%
- Total Placement Fee Due: \$[Amount]

The attached invoice [Invoice Number] provides the detailed breakdown of this total. According to our standard terms, payment is due by [Due Date].

We have enjoyed working with you during this temporary-to-permanent transition and look forward to continuing our partnership. If you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]
[Your Title]
[Agency Name]