

Date: [Insert Date]

To:

[Client Name/Hiring Manager]

[Company Name]

[Company Address]

Subject: Invoice for Candidate Background Check and Skills Assessment Services

Dear [Recipient Name],

Please find attached the invoice for the background checks and skills assessments conducted for the following candidate(s):

- **Candidate Name:** [Insert Name]
- **Position:** [Insert Job Title]
- **Services Provided:** [e.g., Criminal Record Check, Education Verification, Technical Skills Test]

Billing Summary:

- Background Check Fee: \$[0.00]
- Skills Assessment Fee: \$[0.00]
- Administrative/Processing Fees: \$[0.00]
- **Total Amount Due: \$[0.00]**

Please remit payment by [Insert Due Date] via [Insert Payment Method, e.g., Bank Transfer/Check].

If you have any questions regarding these charges or require the detailed assessment reports, please contact our billing department at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]