

[Date]

[Client Name]

[Client Title]

[Company Name]

[Company Address]

Subject: Invoice for Comprehensive Candidate Profiling and Assessment Services

Dear [Client Contact Person],

Please find attached the invoice for the comprehensive candidate profiling and assessment services conducted for the position of [Job Title] under [Project Reference Number].

The billing covers the following completed assessment components:

- Psychometric and Behavioral Testing
- Technical Competency Evaluations
- In-depth Professional Profiling
- Detailed Executive Summary Reports

Payment Summary:

- **Invoice Number:** [Invoice #]
- **Total Amount Due:** [Currency/Amount]
- **Due Date:** [Date]

Please remit payment via [Bank Transfer/Check/Online Portal] using the details provided on the attached invoice. Should you have any questions regarding the breakdown of these assessments, please contact our billing department at [Email Address].

We appreciate the opportunity to assist in your talent selection process.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]