

[Date]

[Client Contact Name]

[Client Job Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

RE: Background Check Expense Reimbursement - [Candidate Name]

Dear [Client Contact Name],

Please find attached the invoice for the background screening services conducted for the [Job Title] position, as part of our executive search engagement.

As per our recruitment agreement, the costs for comprehensive background checks are billed as a direct pass-through expense. The screening for [Candidate Name] was completed on [Date] and included the following components:

- Criminal Record Search (Federal and State)
- Education and Degree Verification
- Employment History Verification
- Credit Reporting (if applicable)
- Executive Media/Social Search

Total Amount Due: \$[Amount]

We have attached the detailed third-party vendor receipt for your records. Please remit payment by [Due Date] via [Payment Method].

If you have any questions regarding these charges or require further documentation, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

[Your Name]

[Your Title]

[Search Firm Name]