

[Agency Name]  
[Agency Address]  
[City, State, Zip Code]  
[Date]

[Candidate Full Name]  
[Candidate Address]  
[City, State, Zip Code]

Subject: Assessment Fee for [Job Title/Reference Number]

Dear [Candidate Name],

Thank you for your interest in the [Job Title] position. As part of our recruitment process for this role, we require all shortlisted candidates to undergo a professional skills assessment.

Please be advised that there is a mandatory assessment fee of [Amount] to cover the costs of the [Type of Assessment: e.g., Psychometric Test / Technical Evaluation / Background Check].

**Payment Details:**

Fee Amount: [Amount]  
Payment Deadline: [Date]  
Payment Method: [e.g., Bank Transfer / Online Portal Link / Credit Card]

Once payment is confirmed, you will receive an email containing the instructions and access credentials for the assessment. Please note that this fee is non-refundable and must be settled before we can proceed with your application.

If you have any questions regarding this requirement, please contact us at [Phone Number] or [Email Address].

Sincerely,

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