

[Company Name]
[Billing Address]
[City, State, Zip Code]
[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Invoice #[Invoice Number] - Volume Quota Discount Applied

Dear [Client Contact Name],

Please find attached the invoice for recruitment services provided during the period of [Start Date] to [End Date].

We are pleased to confirm that your account has reached the [Percentage]% volume discount threshold for successfully placing [Number] candidates within this billing cycle. This discount has been applied to the total recruitment fees as per our Service Level Agreement.

Billing Summary:

- Total Standard Recruitment Fees: \$[Amount]
- Volume Quota Discount ([Percentage]%) - \$[Amount]
- **Total Amount Due: \$[Total Amount]**

Payment is due by [Due Date] via [Payment Method].

Thank you for your continued partnership and for choosing [Company Name] to fulfill your hiring needs. If you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email].

Best regards,

[Your Name]
[Your Title]
[Company Name]