

[Your Company Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Invoice for Volume Placement Services - [Quarter/Year]

Dear [Client Contact Name],

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

As per our Corporate Volume Placement Agreement, your account has qualified for a volume-based discount due to the total number of successful placements made within this billing cycle. Below is a summary of the billing adjustment:

- **Total Placements:** [Number of Placements]
- **Standard Service Fee:** \$[Amount]
- **Volume Discount Applied ([Percentage]%):** - \$[Amount]
- **Total Amount Due:** \$[Final Amount]

The detailed breakdown of candidates and positions is attached to the formal invoice. Payment is due by [Due Date] via [Payment Method].

We value our continued partnership and look forward to supporting your hiring needs in the next quarter. Please contact our billing department at [Phone Number] if you have any questions regarding this statement.

Sincerely,

[Your Name]
[Your Title]