

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

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

RE: Invoice for Large Scale Recruitment Services - [Project Name/Reference]

Dear [Client Contact Name],

Please find enclosed the invoice for the recruitment services provided between [Start Date] and [End Date].

As per our service agreement regarding the high-volume hiring project for [Number of Positions] positions, we have applied the agreed-upon Large Scale Recruitment Discount to this billing cycle.

Billing Summary:

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

The payment is due by [Due Date]. Please refer to the attached invoice for detailed payment instructions and wire transfer information.

We are pleased with the progress of your hiring initiative and look forward to continuing our partnership to meet your staffing goals.

If you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

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