

[Company Name]  
[Address Line 1]  
[City, State, Zip Code]  
[Date]

[Client Name]  
[Client Company]  
[Address Line 1]  
[City, State, Zip Code]

**Subject: Invoice [Invoice Number] - Volume Recruitment Discount Applied**

Dear [Contact Person Name],

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

As per our service agreement, we are pleased to confirm that your hiring volume for this period has qualified for a [Percentage]% volume discount. This discount has been applied to the total balance due for the placement of [Number] candidates.

**Summary of Charges:**

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

Please ensure that payment is settled by [Due Date] via [Payment Method].

We value our continued partnership and look forward to supporting your team with future hiring needs. Should you have any questions regarding this invoice, please contact our billing department at [Phone Number] or [Email Address].

Sincerely,

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