

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

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

Re: Formal Denial of Dispute - Invoice #[Invoice Number]

Dear [Contact Name],

We are writing in formal response to your dispute regarding invoice #[Invoice Number], dated [Date], for the recruitment services provided for the position of [Candidate Job Title].

After a thorough review of our records and the signed Fee Agreement dated [Date of Agreement], we find your dispute to be unjustified. Our records confirm that:

- The candidate, [Candidate Name], was successfully placed and commenced employment on [Start Date].
- The placement meets all criteria outlined in the "Terms of Business" agreed upon by both parties.
- The fee reflects the agreed percentage of the candidate's first-year remuneration.

The reasons provided for your dispute do not align with the contractual obligations set forth in our agreement. Consequently, we cannot accept a reduction or cancellation of this invoice. We maintain that the full balance of [Amount] remains due and payable.

We expect payment to be remitted within [Number] business days of the date of this letter to avoid further escalation or the assessment of late payment interest as per our terms.

We value our partnership and look forward to resolving this administrative matter promptly.

Sincerely,

[Your Name]
[Your Title]
[Your Phone Number]
[Your Email]