

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

[Recipient Name]
[Recipient Title]
[Recipient Agency Name]

Subject: Resolution of Placement Fee Percentage Dispute - [Candidate Name]

Dear [Recipient Name],

I am writing to formally address the ongoing dispute regarding the placement fee percentage for the recruitment of [Candidate Name] for the position of [Job Title].

Our records indicate a disagreement between the [Percentage]% fee previously discussed and the [Percentage]% fee currently invoiced. After reviewing our correspondence dated [Date of Agreement/Email], it appears there was a misunderstanding regarding the terms applicable to this specific hire.

In the interest of maintaining our professional relationship and reaching an amicable settlement, I propose the following resolution:

- A final placement fee of [Agreed Percentage]%.
• This results in a total payment of \$[Amount].
• Payment to be issued within [Number] business days of receiving a revised invoice.

Please confirm your acceptance of this proposal by signing below or by sending a revised invoice reflecting these terms. We value your partnership and look forward to resolving this matter promptly.

Sincerely,

[Your Signature]

[Your Printed Name]

Acceptance of Resolution:

Name: _____

Date: _____