

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

**RE: Clarification of Milestone Payment for [Job Title/Reference Number]**

Dear [Client Contact Name],

I am writing to formally address the outstanding invoice #[Invoice Number] dated [Date], regarding the [First/Second/Third] milestone payment for the search engagement of [Job Title].

It is our understanding that there is currently a discrepancy regarding the fulfillment of this milestone. Based on our Retained Search Agreement signed on [Date], the milestone in question is triggered upon [State the specific contractual trigger, e.g., the presentation of a qualified short-list / completion of first-round interviews].

To provide clarification, we have completed the following actions as per the contract:

- [Action 1: e.g., Presentation of 3 vetted candidates on Date]
- [Action 2: e.g., Delivery of detailed assessment reports]
- [Action 3: e.g., Coordination of initial client interviews]

We value our partnership and aim to resolve this matter promptly to ensure the search remains on schedule. If your records indicate a different set of criteria or if there is a specific concern regarding the deliverables provided, please let us know by [Date].

We are available for a brief call to discuss this and align our expectations for the remainder of the search process. Please let us know your availability.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]