

[Your Name/Department]
[Your Company Name]
[Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Contact Name]
[Staffing Agency Name]
[Agency Address]
[City, State, Zip Code]

RE: Dispute of Conversion Fee Invoice #[Invoice Number]

Dear [Contact Name],

We are writing to formally dispute the conversion fee invoice dated [Date] regarding the permanent hiring of [Employee Name].

Our records indicate that this fee is not applicable or should be adjusted based on the following reason(s):

- **Contractual Buy-out Period:** The employee completed [Number] hours/weeks of temporary service, which fulfills the "no-fee" conversion requirement specified in Section [Section Number] of our agreement.
- **Prior Relationship:** The candidate was independently known to our company or applied through our internal portal prior to your referral.
- **Inaccurate Calculation:** The fee percentage applied does not align with the agreed-upon rate of [Percentage]% as stated in our signed contract.
- **Exceeding Guarantee Period:** The conversion occurred after the expiration of the liquid damages/conversion window defined in our terms.

We have attached the relevant documentation, including [mention contract copies, timecards, or previous correspondence], to support our position.

We value our partnership and would like to resolve this matter promptly. Please review these details and provide a revised invoice or a written confirmation that this invoice has been canceled by [Date].

Thank you for your immediate attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]