

[Your Name]  
[Your Job Title]  
[Your Company Name]  
[Your Address]  
[Date]

[Recruitment Agency Contact Name]  
[Recruitment Agency Name]  
[Recruitment Agency Address]

RE: DISPUTE OF INVOICE [Invoice Number] - CLARIFICATION OF TERMS

Dear [Contact Name],

I am writing to formally dispute invoice [Invoice Number], dated [Date], regarding the placement of [Candidate Name]. We believe the charges do not align with our signed Terms of Business dated [Date of Agreement].

Specifically, we are seeking clarification on the following points:

- **Fee Calculation:** The invoice reflects a fee of [Amount], whereas our agreement states a rate of [Percentage/Fixed Fee].
- **Introduction Period:** Our records indicate that the candidate was not introduced via your agency within the valid ownership period defined in Section [Number] of the terms.
- **Backdoor Hire Clause:** [Explain if the candidate was already known to the company or sourced elsewhere].

Based on the above, we request a revised invoice or a detailed explanation as to how these charges were calculated in accordance with the agreed terms. We have paused payment on this specific invoice until this matter is resolved.

Please provide your response and any supporting documentation by [Date]. We value our partnership and hope to resolve this misunderstanding quickly.

Sincerely,

[Your Signature]  
[Your Printed Name]