

[Current Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

**RE: Replacement Credit Memo for [Placed Candidate Name]**

Dear [Contact Person Name],

This letter serves as formal notification regarding the credit memo issued for the placement of **[Placed Candidate Name]** in the position of **[Job Title]**, who departed on **[Departure Date]**.

As per our contingency agreement, since the candidate left within the guarantee period, a credit in the amount of **[\$[Original Fee Amount]** has been applied to your account.

This credit is currently being utilized toward the replacement search for the aforementioned role. Once a replacement candidate is successfully placed, this credit will be applied to the new invoice.

Please find the credit memo details below:

- **Credit Memo Number:** [Number]
- **Original Invoice Date:** [Date]
- **Total Credit Value:** **[\$[Amount]**
- **Expiration Date (if applicable):** [Date]

We are actively working on sourcing qualified talent to fill this vacancy and will provide you with updates shortly.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]