

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Address]

[City, State, Zip]

RE: Credit Memo - Replacement Guarantee for [Candidate Name]

Dear [Client Name],

This letter serves as formal notification regarding the credit memo issued to your account following the departure of [Candidate Name] from the position of [Job Title].

Per the terms of our Executive Search Agreement dated [Contract Date], the placement was covered under a [Number]-day replacement guarantee. As the candidate's employment concluded on [End Date], which falls within the guarantee period, you are entitled to the following credit:

- **Original Invoice Number:** [Invoice #]
- **Original Placement Fee:** \$[Amount]
- **Credit Memo Amount:** \$[Amount]
- **Credit Reference Number:** [Credit #]

This credit may be applied toward the professional fees for the replacement search of this role, or held on account for any future executive search engagements with our firm. Please note that per our agreement, this credit is non-refundable and expires on [Expiration Date].

Our team is ready to initiate the replacement search immediately to ensure minimal disruption to your operations. We will be in contact shortly to discuss the updated candidate profile and search timeline.

We appreciate your continued partnership.

Sincerely,

[Your Signature]

[Your Name]

[Your Title]

[Search Firm Name]