

[Date]

[Client Name]

[Client Company]

[Address]

[City, State, Zip Code]

RE: Credit Memo - Fall-Off Candidate Replacement

Dear [Client Contact 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].

As per our service agreement, since the candidate departed the role within the [Number]-day guarantee period (Last Date of Employment: [Date]), we have processed a credit to your account.

Credit Details:

- Original Invoice Number: [Invoice #]
- Original Invoice Date: [Date]
- Total Credit Amount: \$[Amount]

This credit can be applied toward the placement fee of a replacement candidate or held as a balance against future invoices. If we are currently sourcing a replacement for this role, we will apply these funds accordingly once a new hire is confirmed.

Please let us know if you would like a refund issued to your original payment method or if you prefer to keep the credit on file.

We value our partnership and look forward to assisting you with your next successful hire.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]