

[Date]

[Client Contact Name]  
[Client Company Name]  
[Client Address]  
[City, State, Zip Code]

Subject: Credit Memo - Replacement Search Guarantee

Dear [Client Contact Name],

This letter serves as formal notification that a Credit Memo has been issued to [Client Company Name] in accordance with the Replacement Guarantee clause of our Retained Search Agreement dated [Date of Agreement].

This credit pertains to the placement of [Placed Candidate Name] for the position of [Job Title], who departed the role on [Termination/Resignation Date].

**Credit Details:**

- Original Placement Fee: \$[Amount]
- Credit Memo Number: [Number]
- Credit Amount: \$[Amount]

Per our agreement, this credit is to be applied toward the professional fees for a replacement search for the same position. The credit will be reflected on the initial invoice of the new search engagement.

Please note that this credit is non-refundable and must be utilized within [Number] months from the date of this letter. All other terms and conditions of our original agreement remain in effect.

We look forward to partnering with you again to find the right successor for your team.

Sincerely,

[Your Name]  
[Your Title]  
[Search Firm Name]