

[Date]

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

Re: Credit Memo for Unsuccessful Placement - [Candidate Name]

Dear [Contact Name],

This letter is to formally acknowledge that the placement of [Candidate Name] for the position of [Job Title], which commenced on [Start Date], ended on [Termination/Resignation Date].

As per our signed Service Agreement and the terms of our Placement Guarantee, we have issued a credit memo to your account since the candidate did not complete the required guarantee period.

Credit Details:

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

This credit may be applied toward any outstanding invoices or toward the fee for a future placement with our agency. Please note that this credit is valid until [Expiration Date, if applicable].

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

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]