

[Company Letterhead/Logo]

[Date]

[Client Name]

[Client Title]

[Client Company Name]

[Address]

RE: Monthly Statement for Continuous Recruitment Support - [Month, Year]

Dear [Client Contact Name],

Please find the monthly statement for the recruitment support services provided by [Your Agency Name] for the period of [Start Date] to [End Date].

Summary of Activity:

- Active Requisitions: [Number]
- Candidates Sourced: [Number]
- Interviews Scheduled: [Number]
- Successful Placements: [Number]

Billing Breakdown:

Service Description	Quantity/Hours	Rate	Total
Monthly Retainer/Service Fee	1	[\$[0.00]]	[\$[0.00]]
Additional Sourcing Hours	[0]	[\$[0.00]]	[\$[0.00]]
Administrative/Advertising Costs	-	-	[\$[0.00]]
Amount Due			[\$[0.00]]

Payment is due by [Due Date]. Please refer to Invoice #[Number] for electronic payment instructions.

We appreciate your continued partnership. If you have any questions regarding this statement or the status of your current vacancies, please contact me directly.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]