

Date: [Date]

To:

[Contact Name]

[Client Company Name]

[Address Line 1]

[Address Line 2]

Subject: Monthly Recruitment Account Statement - [Month, Year]

Dear [Contact Name],

Please find the monthly statement for your recruitment account for the period of [Start Date] to [End Date].

Account Summary:

- **Previous Balance:** \$[0.00]
- **New Charges:** \$[0.00]
- **Payments Received:** \$[0.00]
- **Total Amount Due:** \$[0.00]
- **Payment Due Date:** [Date]

Activity Details:

Date	Description	Candidate/Job Ref	Amount
[Date]	[Service Type/Placement Fee]	[Name/ID]	\$[0.00]
[Date]	[Advertising/Subscription]	[Job Title]	\$[0.00]

Please review the details above. If you have any questions regarding these charges or wish to update your billing information, please contact our accounts department at [Phone Number] or [Email Address].

Payments can be made via [Bank Transfer/Portal Link/Check].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]