

[Date]
[Client Contact Name]
[Client Company Name]
[Address Line 1]
[City, State, Zip Code]

RE: Monthly Account Statement - [Month, Year]

Dear [Contact Last Name],

Please find the summary of your account activity for the period of [Start Date] to [End Date] regarding our executive search services.

Date	Description / Search Assignment	Reference No.	Amount
[Date]	Retainer Fee - [Position Title]	[Inv #]	[\$[0.00]]
[Date]	Performance Milestone - [Position Title]	[Inv #]	[\$[0.00]]
[Date]	Reimbursable Expenses (Travel/Research)	[Inv #]	[\$[0.00]]
Total Balance Due:			[\$[0.00]]

Payment Status: [Paid / Outstanding]

Due Date: [Date]

Detailed invoices for each line item are attached for your records. Please contact our billing department at [Phone Number] or [Email Address] if you have any questions regarding this statement.

Thank you for your continued partnership.

Sincerely,

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