

Date: [Insert Date]

Invoice Number: [Insert Invoice Number]

To:

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Monthly Recruitment Retainer Fee Statement - [Insert Month, Year]

Dear [Client Contact Name],

Please find below the statement for the recruitment retainer fee for the period of [Start Date] to [End Date].

Description of Service	Amount
Monthly Retainer Fee for Recruitment Services	[\$[Amount]]
Additional Expenses (if applicable)	[\$[Amount]]
Total Due	[\$[Total Amount]]

Current Project Status:

[Briefly list active roles or milestones reached during this period]

Please remit payment by [Due Date] via [Payment Method].

Thank you for your continued partnership.

Sincerely,

[Your Name/Agency Name]

[Your Phone Number]

[Your Email Address]