

[Your Company Name]
[Your Company Address]
[Date]

[Client Name]
[Client Designation]
[Client Company Name]
[Client Company Address]

RE: Monthly Statement of Account - [Month, Year]

Dear [Client Name],

Please find below the summary of recruitment services provided and the outstanding balance for the period of [Start Date] to [End Date].

Invoice Date	Invoice Number	Candidate Name / Service Description	Amount	Status
[Date]	[INV-001]	[Candidate Name] - [Job Title] Placement	[\$[0.00]]	[Paid/Pending]
[Date]	[INV-002]	Retainer Fee - Ongoing Sourcing	[\$[0.00]]	[Paid/Pending]
Total Outstanding Balance:			[\$[0.00]]	

Payment for outstanding invoices is due by [Due Date]. Please ensure that payments are made via [Bank Transfer/Check/Online Portal] using the invoice numbers as a reference.

If you have any questions regarding this statement or the services provided, please contact our accounts department at [Email Address] or [Phone Number].

Thank you for your continued partnership.

Sincerely,

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