

[Company Name]
[Company Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Monthly Account Statement - Ongoing Placement Services

Dear [Contact Person Name],

Please find enclosed the monthly account statement for ongoing placement services provided for the period of [Start Date] to [End Date].

Summary of Services:

- Total Placements This Month: [Number]
- Active Placements Under Guarantee: [Number]
- Total Service Hours (if applicable): [Number]

Account Summary:

- Previous Balance: \$[Amount]
- Payments Received: \$[Amount]
- New Charges (Current Period): \$[Amount]
- **Total Balance Due: \$[Amount]**

Payment is due by [Due Date]. Please make checks payable to [Company Name] or utilize our online payment portal at [Link/Instructions].

Detailed invoices for each individual placement are attached for your records. If you have any questions regarding these charges or require further clarification on our placement metrics, please contact our billing department at [Phone Number] or [Email].

Thank you for your continued partnership.

Sincerely,

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