

Date: [Insert Date]

To: [Client Contact Name]

Company: [Client Company Name]

Address: [Client Address]

Subject: Ongoing Talent Acquisition Account Statement - [Month/Quarter]

Dear [Client Contact Name],

Please find below the summary of your account activity for the ongoing talent acquisition services provided by [Your Agency Name] for the period of [Start Date] to [End Date].

Date	Candidate Name / Description	Position	Status	Amount (USD)
[Date]	[Candidate Name]	[Job Title]	[Placement/Retainer]	[\$[0.00]]
[Date]	[Service Type]	N/A	Monthly Management Fee	[\$[0.00]]
Total Amount Due:				[\$[0.00]]

Payment Summary:

- Previous Balance: \$[0.00]
- Payments Received: \$[0.00]
- Current Charges: \$[0.00]
- **Outstanding Balance: \$[0.00]**

Please remit payment by [Due Date] via [Wire Transfer/Check/Online Portal]. If you have any questions regarding this statement or the current recruitment pipeline, please contact your account manager.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]

[Phone Number]

[Email Address]