

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

[Date]

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

Subject: Monthly Account Statement - [Month, Year]

Dear [Client Contact Name],

Please find enclosed the monthly account statement for retained recruitment services provided during the period of [Start Date] to [End Date].

Summary of Services and Retainer Status:

- **Active Search(es):** [List Position Titles]
- **Monthly Retainer Fee:** \$[Amount]
- **Installment Number:** [e.g., 2 of 3]
- **Additional Expenses:** \$[Amount] (Details attached)

Account Balance:

Description	Amount
Previous Balance	\$[Amount]
Payments Received	(\$[Amount])
Current Month Charges	\$[Amount]
Total Amount Due	\$[Amount]

Payment is due by [Due Date]. Please ensure that all payments are made via [Payment Method: e.g., Bank Transfer/Check] referencing invoice number [Invoice Number].

We appreciate your continued partnership. Should you have any questions regarding this statement or the progress of our current searches, please do not hesitate to contact our finance department or your account manager directly.

Sincerely,

[Your Name]

[Your Title]

[Recruitment Agency Name]