

[Date]

[Client Name]

[Client Title]

[Company Name]

[Address]

Re: Early Settlement Discount Offer for Executive Search: [Position Name]

Dear [Client Name],

I hope this letter finds you well. We are pleased with the progress of the search for your [Position Name] and are currently engaged with several high-caliber candidates.

As per our Retained Search Agreement dated [Date], the second installment of the recruitment fee is scheduled for invoicing on [Scheduled Date].

We are currently offering an Early Settlement Discount to our key partners. If you choose to settle the upcoming retainer installment by [Incentive Deadline Date], we are pleased to offer a [Percentage]% discount on this specific invoice.

Offer Details:

- Standard Installment Amount: \$[Amount]
- Early Settlement Discount ([Percentage]%)ate): -\$(Discount Amount]
- **Total Due if paid by [Date]: \$[New Amount]**

If you would like to take advantage of this offer, please let us know, and we will issue an updated invoice reflecting the discount. This offer is valid only for payments received in full on or before the deadline stated above.

Thank you for your continued trust in [Your Agency Name]. We look forward to successfully placing the right leader for your team.

Sincerely,

[Your Name]

[Your Title]

[Your Agency Name]