ABC RECRUITING COMPANY

Date

Name
Company Name
Address
City/Town, State/Province, Zip or Postal Code

Dear _____:

I am pleased to hear that our candidate, _____, has accepted a position with your team as a _____ starting on __/__/____.

As discussed, the fee is $_____.___ and is due by __/__/____. Our 90 day replacement guarantee is contingent upon timely payment of the invoice.

It has been a pleasure to assist you in filling this position and I look forward to working with you on any additional personnel requirements.

Sincerely,

YOUR NAME