**ADVISING CLIENT OF A BACK DOOR**

Dear CLIENT-NAME

It has been brought to our attention that a candidate, CANDIDATE-NAME that we introduced to COMPANY-NAME on DATE-CV-SENT has since been employed by the business.

I have attached proof of our introduction for your information.

In line with our terms of business, which are in effect, a fee for this placement is due and payable.

**Please see our invoice attached which should be paid as soon as possible.**

Taking on a new staff member can be a complicated process, and advising the recruitment agency of the engagement can be overlooked. We are happy to assume that this case was an oversight and we look forward to working with you again in future.

Sincerely,

Your Name