**NON PAYMENT OF INVOICE WHEN CANDIDATE HAS LEFT IN REBATE PERIOD**

Dear CLIENT-NAME

**Please see our invoice attached which is now overdue, and should be paid as soon as possible.**

I understand that CLIENT-NAME is withholding payment of this invoice on the grounds that the candidate that we introduced left your company within the rebate period.

Unfortunately by not settling our invoice within payment terms, CLIENT-NAME has breached the terms of business which are in effect, and therefore has forgone any rights to a rebate or replacement candidate (see clause X of our agreement attached).

**Please make payment within 7 days to avoid additional charges.** If payment is not received then we will have no option than to refer the invoice to a 3rd party debt collection agency, Sterling Debt Recovery.

Sincerely,

Your Name