

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally provide a summary of the services rendered by [Your Company/Your Name] for [Project/Service Description] from [Start Date] to [End Date].

Scope of Services:

- [Service 1]
- [Service 2]
- [Service 3]

Total Hours Worked: [Number of Hours]

Total Amount Due: [Total Amount]

It has been a pleasure working with you and contributing to [specific outcome or benefit from the services]. Please find attached any relevant documentation supporting the services provided.

If you have any questions or need further information, please feel free to reach out. I look forward to your prompt attention to this matter.

Thank you for your business.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company]