

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

[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, ZIP Code]

Dear [Client's Name],

Subject: Invoice for Professional Services Rendered

I hope this message finds you well.

This letter serves as a formal invoice for the professional services I provided to [Client's Company Name] during the period of [start date] to [end date].

**\*\*Services Rendered:\*\***

- [Description of service 1] - [Hours/Days spent]
- [Description of service 2] - [Hours/Days spent]
- [Description of service 3] - [Hours/Days spent]

**\*\*Total Amount Due:\*\*** \$[Total Amount]

Please make the payment by [Due Date], using the following payment methods:

- [Payment Method 1]
- [Payment Method 2]

Thank you for the opportunity to work together. If you have any questions regarding this invoice, please feel free to contact me at your convenience.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name, if applicable]