

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

Subject: Invoice for Subcontractor Services

Please find attached the invoice for the subcontractor services provided in connection with [Project/Job Name], as per our agreement.

Invoice Details:

- Invoice Number: [Invoice Number]

- Invoice Date: [Invoice Date]

- Due Date: [Due Date]

- Description of Services: [Brief Description of Services Rendered]

- Total Amount Due: [Total Amount]

Please make the payment by the due date to ensure continuity of services.

If you have any questions regarding this invoice, feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]