

[Your Company Letterhead]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Qatar National Bank (QNB)

[QNB Branch Address]

[City, State, Zip Code]

Subject: Invoice for Services Rendered

Dear [Recipient's Name],

We are pleased to submit our invoice for services rendered as per our agreement. Please find the details of the invoice below:

****Invoice Number:**** [Invoice Number]

****Invoice Date:**** [Invoice Date]

****Due Date:**** [Due Date]

****Description of Services**:**

- [Service 1 Description] - [Amount]

- [Service 2 Description] - [Amount]

- [Service 3 Description] - [Amount]

****Total Amount Due:**** [Total Amount]

Please ensure that the payment is made by the due date mentioned above.

Payment can be made via bank transfer to the following account:

****Bank Name:**** [Your Bank Name]

****Account Name:**** [Your Account Name]

****Account Number:**** [Your Account Number]

****IBAN:**** [Your IBAN]

For any inquiries, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]