Invoice Letter to Client

**Bright Solutions**123 Sunshine Blvd  
Sunnyville, CA 90210  
info@brightsolutions.com  
(555) 123-4567

**August 7, 2024**

**John Smith**Smith Enterprises  
456 Market Street  
Sunnyville, CA 90211

**Dear John Smith,**

**Subject: Invoice for Services Rendered**

I hope this letter finds you well. Please find attached Invoice #20240807 for the services provided during the period of July 1, 2024 to July 31, 2024. The details of the invoice are as follows:

**Description of Services:**

| **Description** | **Quantity** | **Unit Price** | **Total Price** |
| --- | --- | --- | --- |
| Website Design | 1 | $1,000.00 | $1,000.00 |
| SEO Optimization | 1 | $500.00 | $500.00 |
| Monthly Maintenance | 1 | $200.00 | $200.00 |

**Subtotal:** $1,700.00  
**Tax (8%):** $136.00  
**Total Amount Due:** $1,836.00

We kindly request that payment be made within 30 days of the invoice date. Please remit payment to the following account:

**Bank Name:** Sunshine Bank  
**Account Name:** Bright Solutions  
**Account Number:** 123456789  
**Routing Number:** 987654321

Alternatively, you can make a payment via PayPal to payments@brightsolutions.com or by credit card through our website.

If you have any questions or need further clarification regarding this invoice, please do not hesitate to contact us at (555) 123-4567 or info@brightsolutions.com.

We appreciate your prompt attention to this matter and look forward to continuing our successful partnership.

Thank you for your business.

Sincerely,

**Sarah Johnson**Account Manager  
Bright Solutions