

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
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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