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| **Hotel 1** | **INVOICE** |
| 123 Your Street | 22-May-2019 |
| Your Town | Invoice #2334889 |
| Address Line 3 | PO 456001200 |
| (123) 456 789 | **Att: name** |
| email@yourcompany.com | **Client Company Name** |
|  |  |

Dear Ms. Jane Doe,

Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.

Many thanks,

You’re Name

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| --- | --- | --- | --- |
| **DESCRIPTION** | **DESC** | **AMOUNT** | **TOTAL** |
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Many thanks for your custom! I look forward to doing business with you again in due course.

Payment terms: to be received within 60 days.