

[Date]

[Vendor Contact Name]  
[Vendor Company Name]  
[Vendor Address]  
[City, State, Zip Code]

**Subject: Notice of Invoicing Procedures and Budget Compliance Requirements**

Dear [Vendor Contact Name],

This letter serves to formalize the invoicing requirements and budget compliance expectations for all goods and services provided to [Your Company Name] under Purchase Order/Contract number [PO/Contract Number].

To ensure timely processing and payment, all invoices must adhere to the following criteria:

- **Budget Ceiling:** The total value of invoices submitted must not exceed the approved budget of [Insert Amount]. Any work performed beyond this limit without a written Change Order will not be eligible for payment.
- **Itemization:** Invoices must provide a detailed breakdown of labor, materials, and expenses corresponding to the line items in the approved scope of work.
- **Reference Numbers:** The Purchase Order (PO) number must be clearly displayed on every invoice.
- **Submission Timeline:** Invoices should be submitted no later than [Number] days following the end of the billing period or completion of the milestone.

Failure to comply with these formatting and budgetary requirements may result in the rejection of the invoice or delays in the payment cycle. Please notify us immediately if you anticipate any project requirements that may impact the agreed-upon budget.

Please submit all digital invoices to [Email Address] or physical copies to [Mailing Address].

We appreciate your cooperation and your continued partnership.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]  
[Your Phone Number]