

[Your Company Name]  
[Street Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Recipient Name]  
[Recipient Company Name]  
[Street Address]  
[City, State, Zip Code]

**Subject: Monthly Billing Statement - [Month, Year]**

Dear [Recipient Name],

Please find enclosed your billing statement for the period of [Start Date] to [End Date].

The total amount due for this period is \$[Amount]. Please ensure that payment is made by the due date of [Due Date] to avoid any late fees or service interruptions.

Payment can be made via [Payment Method 1], [Payment Method 2], or through our online portal at [Website Link].

If you have already sent your payment, please disregard this notice. Should you have any questions regarding the charges or if there are any discrepancies in this statement, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name]  
[Your Title]  
[Company Name]