

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

[Date]

[Client Contact Name]  
[Client Company Name]  
[Street Address]  
[City, State, Zip Code]

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

Dear [Client Contact Name],

Please find attached the billing statement for services rendered during the period of [Start Date] to [End Date].

Description of Services	Service Date	Amount
[Service Item 1]	[Date]	[\$0.00]
[Service Item 2]	[Date]	[\$0.00]
<b>Total Amount Due:</b>		<b>[\$0.00]</b>

**Payment Terms:** Net [Number] Days

**Due Date:** [Date]

**Invoice Number:** [Invoice #]

Please make checks payable to [Company Name] or use the following bank details for wire transfers:

- Bank Name: [Bank Name]
- Account Name: [Account Name]
- Account Number: [Account Number]
- Routing/SWIFT: [Routing Number]

If you have any questions regarding this statement, please contact our billing department at [Phone/Email]. Thank you for your continued business.

Sincerely,

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