

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

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

Dear [Client Contact Name],

Thank you for choosing [Your Company Name]. We are pleased to have you as a new client.

Please find enclosed your first monthly invoice, [Invoice Number], for services rendered during the period of [Start Date] to [End Date]. This statement reflects the charges for [Brief Description of Services].

Payment Details:

- **Total Amount Due:** \$[Amount]
- **Due Date:** [Date]
- **Payment Methods:** [Check, Bank Transfer, Credit Card, etc.]

Moving forward, you will receive an invoice at the beginning of each month. If you have any questions regarding these charges or if there is anything we can do to improve our billing process for you, please contact our billing department at [Phone Number/Email].

We look forward to a successful partnership.

Sincerely,

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