

[Date]

[Client Name]
[Client Company]
[Client Address]

Subject: Notification of Timesheet Approval Process

Dear [Client Contact Name],

I am writing to provide you with the details regarding our timesheet submission and approval process for the project [Project Name/Reference].

To ensure timely billing and accurate record-keeping, please follow the schedule below:

- **Submission Frequency:** Timesheets will be submitted [Weekly/Bi-weekly/Monthly].
- **Submission Day:** Timesheets will be sent to you every [Day of the week, e.g., Friday] by [Time].
- **Approval Deadline:** We kindly request that all timesheets be reviewed and approved by [Day of the week/Date] to avoid any delays in the invoicing cycle.

How to Approve:

Please review the hours logged and [Instruction: e.g., reply to the email with "Approved" / sign the attached PDF / log into the portal link provided].

If you have any questions or identify any discrepancies in the reported hours, please contact [Contact Person Name] at [Email Address/Phone Number] immediately so we can address the matter.

Thank you for your cooperation and for your continued partnership.

Best regards,

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