

Date: [Insert Date]

[Recipient Name]
[Recipient Job Title]
[Company Name]
[Company Address]

Subject: Consolidated Weekly Timesheet and Billing Summary - Week Ending [Insert Date]

Dear [Recipient Name],

Please find attached the consolidated billing summary and supporting timesheets for the period of [Start Date] to [End Date].

This summary includes the total hours worked by all consultants/contractors assigned to your account for the past week. Below is a high-level breakdown of the consolidated charges:

- **Account Name:** [Insert Account/Project Name]
- **Total Regular Hours:** [Insert Total Hours]
- **Total Overtime Hours:** [Insert OT Hours, if applicable]
- **Total Invoice Amount:** [Insert Currency/Amount]
- **Invoice Reference Number:** [Insert Invoice #]

The individual timesheets signed by the respective department managers have been attached to this document for your internal verification. All hours recorded align with the project milestones and approved work orders.

Please process the payment according to the agreed-upon terms ([Insert Terms, e.g., Net 30]). If you have any questions regarding specific line items or require further documentation, please contact our billing department at [Insert Phone Number/Email].

Thank you for your continued partnership.

Sincerely,

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