

[Contractor Name]
[Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Client Name or Accounts Payable]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Weekly Timesheet and Expense Reimbursement - [Week Ending Date]

Dear [Recipient Name],

Please find attached the timesheet and expense report for services rendered during the week of [Start Date] to [End Date].

Work Summary:

- Total Hours Worked: [Total Hours]
- Hourly Rate: \$[Rate]
- Total Labor Amount: \$[Total Labor]

Expense Summary:

- Total Expenses: \$[Total Expenses]
- (Receipts are attached for reference)

Total Amount Due: \$[Grand Total]

Please process this payment according to our agreed terms. If you have any questions regarding the logged hours or the listed expenses, please contact me directly.

Thank you,

[Signature]
[Printed Name]