

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Client Name/Company Name]

[Client Address]

[City, State, Zip Code]

**Subject: Weekly Timesheet and Billing - Week Ending [Date]**

Dear [Client Contact Name],

Please find attached the weekly timesheet and invoice for the period of [Start Date] to [End Date].

The total hours billed for this period include a public holiday on [Date of Holiday]. As per our agreement, this holiday is billed at the standard rate of [Number] hours for holiday pay.

**Billing Summary:**

- Regular Hours Worked: [Number] hours
- Holiday Pay Hours: [Number] hours
- **Total Billed Hours: [Total Number] hours**
- **Total Amount Due: \$[Amount]**

Please process the payment by [Due Date] via [Payment Method]. If you have any questions regarding these hours or the holiday pay inclusion, please contact me directly.

Thank you for your business.

Sincerely,

[Your Signature]

[Your Printed Name]