

[Your Name/Company Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Recipient Name]

[Recipient Title]

[Client Company Name]

[Client Address]

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

Dear [Recipient Name],

Please find attached the invoice and verified timesheets for the work week ending [Date]. This submission covers the following candidates placed at [Client Company Name]:

- [Candidate Name 1] - [Total Hours] hours
- [Candidate Name 2] - [Total Hours] hours
- [Candidate Name 3] - [Total Hours] hours
- [Candidate Name 4] - [Total Hours] hours

**Total Invoice Amount: \$[Total Amount]**

All hours listed above have been approved by the respective department supervisors. If you have any questions regarding these hours or the attached invoice, please contact me directly at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Best regards,

[Your Signature]

[Your Printed Name]

[Your Title]