

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Weekly Timesheet and Shift Differential Billing - [Week Ending Date]

Dear [Contact Person Name],

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

This billing cycle includes shift differential adjustments for hours worked outside of standard business hours. As per our agreement, the following rates have been applied:

- Total Standard Hours: [Number of Hours] at \$[Rate]
- Total Evening/Night Shift Hours: [Number of Hours] at \$[Rate]
- Total Weekend Shift Hours: [Number of Hours] at \$[Rate]

The total amount due for this period is \$[Total Amount].

Please review the attached documentation. If you have any questions regarding the hours logged or the differential calculations, please contact [Department/Name] at [Phone Number/Email].

Thank you for your prompt payment.

Sincerely,

[Your Name]

[Your Job Title]

[Company Name]