

[Date]

[Client Name]

[Company Name]

[Address]

[City, State, Zip Code]

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

Dear [Client Contact Person],

Please find attached the weekly timesheet and billing invoice for services rendered during the week of [Start Date] to [End Date].

Summary of Hours:

- Total Hours Worked: [Total Hours]
- Hourly Rate: [Rate]
- Total Amount Due: [Total Amount]

The attached timesheet provides a detailed breakdown of the tasks completed and the hours allocated to each. Payment is requested by [Due Date] according to our agreed terms.

If you have any questions regarding the logged hours or the services provided, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Title]

[Your Phone Number]

[Your Email]