

[Your Name/Consultancy Name]

[Your Business Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date of Issue]

To:

[Client Name]

[Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Monthly Invoice for Diversity Recruitment Consulting Services - [Month, Year]

Dear [Client Contact Name],

Please find attached the invoice for diversity recruitment consulting services provided during the period of [Start Date] to [End Date].

Summary of Services Rendered:

- [Service 1: e.g., Diversity Sourcing and Pipeline Building]
- [Service 2: e.g., Inclusive Interview Panel Coordination]
- [Service 3: e.g., DE&I Hiring Strategy Meetings]
- [Service 4: e.g., Candidate Screening and Shortlisting]

Invoice Details:

- **Invoice Number:** #[000]
- **Total Amount Due:** \$[Amount]
- **Due Date:** [Date]

Payment can be made via [Wire Transfer / ACH / Check / Online Portal]. Please let me know if you have any questions regarding the itemized tasks or the billing statement.

Thank you for your continued partnership in building a more inclusive workplace.

Best regards,

[Your Signature]

[Your Printed Name]