

[Your Agency Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

[Client Contact Name]
[Client Company Name]
[Client Address]
[City, State, Zip Code]

Subject: Invoice for Temporary Staffing Services - [Month, Year]

Dear [Client Contact Name],

Please find attached the invoice for temporary staffing services provided by [Your Agency Name] for the period of [Start Date] to [End Date].

The total amount due is **\$(Amount)**. This invoice covers the following services:

- Staffing Coordination and Management Fees
- Temporary Personnel Hours (as per attached timesheets)
- Onboarding and Compliance Administration

Detailed breakdowns of hours worked by each temporary staff member are included in the attached supporting documentation. Please ensure that payment is made by [Due Date] via [Payment Method: e.g., Wire Transfer/Check/ACH].

If you have any questions regarding the billed hours or specific line items, please contact me directly at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]
Temporary Staffing Coordinator
[Your Agency Name]

Enclosure: Invoice #[Number], Timesheet Reports