

[Agency Name]
[Agency 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 Applicant Screening Services - [Invoice Number]

Dear [Client Contact Name],

Please find attached the invoice for applicant screening services conducted between [Start Date] and [End Date].

The services provided include:

- Background Checks
- Employment Verifications
- Credit History Reports
- Academic Credential Verifications

Total Amount Due: \$[Amount]

Payment Due Date: [Date]

Please make checks payable to "[Agency Name]" or use the following electronic payment details: [Payment Details/Link].

If you have any questions regarding this invoice or the specific reports provided, please contact our billing department at [Phone Number].

Thank you for your business.

Sincerely,

[Your Name]
[Your Title]