

[Date]
[Invoice Number]

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

Attention: [Accounts Payable / Contact Name]

Subject: Billing for Background Verification Services - [Month/Year]

Dear [Contact Name],

Please find attached the invoice for background verification services provided to [Client Company Name] during the period of [Start Date] to [End Date].

The total amount due is [Amount]. This covers the following services:

- Employment History Verifications
- Education & Credential Checks
- Criminal Record Screenings
- Credit Background Reports

A detailed breakdown of candidates and specific checks performed is included in the attached statement.

Payment is due by [Due Date] via [Payment Method]. Please include the invoice number with your remittance to ensure proper credit to your account.

If you have any questions regarding these charges, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued business.

Sincerely,

[Your Name/Title]
[Your Company Name]