

[Your Company Name]
[Billing Department]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

RE: Invoice for Pre-Hire Aptitude Assessment and Verification Services

Dear [Client Contact Name],

Please find attached the invoice for the pre-hire aptitude assessment and background verification services conducted for the period of [Start Date] to [End Date].

The billing covers the following services rendered:

- Cognitive and Aptitude Assessments for [Number] candidates.
- Employment and Education History Verification.
- Professional Reference Checks.
- Technical Skills Evaluation.

Summary of Charges:

- Invoice Number: [Invoice #]
- Total Amount Due: [Currency/Amount]
- Payment Due Date: [Date]

Please remit payment via [Direct Deposit / Check / Online Portal]. If you have any questions regarding the breakdown of these charges or the assessment results provided, please contact our billing department at [Phone Number] or [Email].

Thank you for choosing [Your Company Name] for your talent acquisition and screening needs.

Sincerely,

[Your Name]
[Your Title]