

Date: [Date]

To:

[Client Contact Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Monthly Billing Statement for Staffing Services - [Month, Year]

Dear [Contact Name],

Please find attached the billing statement and supporting time logs for staffing services provided by [Your Company Name] during the period of [Start Date] to [End Date].

Summary of Charges:

- **Invoice Number:** [Invoice #]
- **Billing Period:** [Month, Year]
- **Total Hours Worked:** [Total Hours]
- **Total Amount Due:** \$[Amount]
- **Due Date:** [Due Date]

Detailed breakdowns of hours per assigned personnel and applicable hourly rates are included in the attached invoice. Payment can be made via [Payment Method: ACH, Check, Wire Transfer].

If you have any questions regarding this statement or require further clarification on the hours logged, please contact our billing department at [Phone Number] or [Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]