

Date: [Insert Date]

To:

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notice of Completed Repair and Invoice - [Reference/Property Number]

Dear [Recipient Name],

This letter is to formally notify you that the requested repairs for [Description of Item/Property] have been successfully completed as of [Completion Date].

Please find the details of the repair work below:

- **Work Performed:** [Brief Description of Repair]
- **Invoice Number:** [Invoice #]
- **Total Amount Due:** \$[Amount]
- **Payment Due Date:** [Date]

Attached to this notice is the itemized invoice providing a full breakdown of labor and material costs. Please remit payment by the due date mentioned above via [Payment Method: e.g., Check, Bank Transfer, Online Portal].

If you have any questions regarding the work performed or the charges listed, please contact our office at [Phone Number] or [Email Address] within [Number] days of receiving this notice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name/Company Name]

[Your Title]

[Your Phone Number]