

# Zero-Dollar Invoice Clarification

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

We hope this message finds you well. We are writing to clarify the recent invoice labeled as zero dollars (Invoice Number: [Insert Invoice Number]), which you may have received.

This invoice is intended to document services rendered, but due to [reason for zero-dollar invoice, e.g., "a promotional offer," "services covered under a grant," or "previous payment adjustments"], no amount is due at this time.

Please note that while there is no payment required, the services provided were completed to maintain transparency in our records and your account.

If you have any questions regarding this invoice or if further clarification is needed, do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]