

# Annual Invoice Recap

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

Dear [Client's Name],

We are pleased to present you with your annual invoice recap for the year [Insert Year]. Below is a summary of the invoices generated throughout the year:

Invoice Number	Date Issued	Amount	Status
[Invoice #1]	[Date]	[Amount]	[Paid/Unpaid]
[Invoice #2]	[Date]	[Amount]	[Paid/Unpaid]
<b>Total:</b>		[Total Amount]	

If you have any questions or need further assistance, please do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]