

# Consolidated Invoice Summary

Date: [Insert Date]

To: [Client Name]

[Client Address]

Dear [Client Name],

We are pleased to present you with the consolidated invoice summary for the period of [Insert Period]. Below is a summary of the invoices for your review:

Invoice Number	Date Issued	Description	Amount Due
[Invoice #1]	[Date]	[Description]	[Amount]
[Invoice #2]	[Date]	[Description]	[Amount]
<b>Total Amount Due:</b>			<b>[Total Amount]</b>

We kindly request that the total amount be settled by [Due Date].

If you have any questions or require further details, please do not hesitate to contact us.

Thank you for your business!

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]