

Monthly Invoice Summary

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Invoice Summary for [Month, Year]

Invoice Number	Date Issued	Description	Amount
INV-001	[Date]	[Description of services/products]	[\$Amount]
INV-002	[Date]	[Description of services/products]	[\$Amount]

Total Amount Due: \$[Total Amount]

If you have any questions regarding this summary, please feel free to contact us.

Thank you for your business!

Sincerely,

[Your Name]

[Your Company Name]

[Your Contact Information]