

# Final Invoice Submission

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Client's Name]  
[Client's Company Name]  
[Client's Company Address]  
[City, State, Zip Code]

Dear [Client's Name],

We are pleased to submit our final invoice for the work completed under our subcontract agreement for the project [Project Name/Description]. Please find the details of the invoice below:

**Invoice Number:** [Invoice Number]  
**Invoice Date:** [Invoice Date]  
**Total Amount Due:** [Total Amount]  
**Due Date:** [Due Date]

Attached to this letter, you will find the final invoice as well as any required supporting documentation. We kindly request that the payment be processed by the due date mentioned above.

Thank you for the opportunity to work on this project. Should you have any questions or require further information, please do not hesitate to contact me.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]