

# Pre-Invoice Notification

Dear [Client's Name],

We hope this message finds you well. We would like to inform you that a pre-invoice for the services provided during the month of [Month, Year] will be generated shortly.

Details of the services rendered:

- Service 1: [Description] - \$[Amount]
- Service 2: [Description] - \$[Amount]
- Total Due: \$[Total Amount]

Please review the details and let us know if you have any questions or require further information. The official invoice will be sent to you by [Invoice Date].

Thank you for your continued partnership.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]  
[Contact Information]