

# Annual Financial Summary

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Annual Financial Summary of Invoices for [Year]

## Summary Overview

Dear [Recipient Name],

We are pleased to present the annual financial summary of invoices for the year [Year]. This summary provides an overview of our invoicing activities, including total amounts billed, outstanding invoices, and payment status.

## Financial Summary

Month	Total Invoiced Amount	Payments Received	Outstanding Amount
January	[\$Amount]	[\$Amount]	[\$Amount]
February	[\$Amount]	[\$Amount]	[\$Amount]
March	[\$Amount]	[\$Amount]	[\$Amount]
<b>Total</b>	<b>[\$Total Amount]</b>	<b>[\$Total Payments]</b>	<b>[\$Outstanding Total]</b>

## Conclusion

We appreciate your business and continued partnership. If you have any questions or require additional information regarding this summary, please do not hesitate to contact us.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Contact Information]