

# Annual Invoice Summary Overview

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are pleased to provide you with the annual invoice summary for the year [Insert Year]. Below is the detailed overview of your invoices:

Invoice Number	Date Issued	Amount	Status
[Invoice #1]	[Date]	[Amount]	[Paid/Unpaid]
[Invoice #2]	[Date]	[Amount]	[Paid/Unpaid]

Total Amount for the Year: [Total Amount]

If you have any questions regarding this summary, please feel free to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]