

# Billing Summary for the Year

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

## Billing Summary for the Year [Year]

| Month    | Invoice Number | Amount             | Status        |
|----------|----------------|--------------------|---------------|
| January  | [Invoice #001] | [\$[Amount]]       | [Paid/Unpaid] |
| February | [Invoice #002] | [\$[Amount]]       | [Paid/Unpaid] |
| Total    |                | [\$[Total Amount]] |               |

### Notes:

[Add any relevant notes or additional information]

Thank you for your prompt attention to this billing summary. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]