

Invoice Summary for Year 2023

Date: January 1, 2024

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are pleased to provide you with a summary of your total expenses for the year 2023. Below is the breakdown of your invoices:

Date	Invoice Number	Description	Amount (\$)
January 15, 2023	INV001	Service A	1,000.00
March 10, 2023	INV002	Service B	500.00
June 25, 2023	INV003	Service C	750.00
September 5, 2023	INV004	Service D	1,200.00
November 15, 2023	INV005	Service E	950.00
Total Expenses			3,400.00

Please let us know if you have any questions or require further details regarding these invoices.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]