

# Invoice Request for Consulting Services

Date: \_\_\_\_\_

To:

[Consultant's Name]

[Consultant's Company]

[Address]

[City, State, Zip Code]

[Email]

[Phone Number]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to request a custom invoice for the consulting services provided on [Date of Service]. The details of the services rendered are as follows:

- Service Description: [Brief Description of Services]
- Hours Worked: [Total Hours]
- Hourly Rate: [Rate]
- Total Amount Due: [Total Amount]

For your convenience, please include the following information in the invoice:

- Service Provider Name: [Your Company Name]
- Service Provider Address: [Your Address]
- Service Provider Email: [Your Email]
- Invoice Due Date: [Due Date]

Thank you for your assistance in this matter. I look forward to receiving the invoice at your earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]