

Collective Invoice Transmission

Date: [Insert Date]

To: [Recipient's Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Recipient's Name],

We are writing to inform you that the collective invoices for the annual contracts are now available for your review and processing. Enclosed, please find the detailed invoice documents for all services rendered during the contract period.

The total amount due is [Insert Amount]. We kindly request that you process the payment by [Insert Due Date]. Should you have any questions or require further information, please do not hesitate to reach out to us at [Your Contact Information].

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]