

# Invoice Request for Consulting Services

Date: [Insert Date]

To: [Consultant's Name]

Company: [Consultant's Company Name]

Address: [Consultant's Address]

Email: [Consultant's Email]

Phone: [Consultant's Phone]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally request an invoice for the consulting services provided during the project titled "[Project Name]." The services were rendered from [Start Date] to [End Date].

As discussed, please include the following details in the invoice:

- Consulting hours: [Total Hours]
- Hourly rate: [Rate]
- Total amount due: [Total Amount]

Please send the invoice to my email at [Your Email]. If you have any questions regarding this request, feel free to reach out.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Address]

[Your Email]

[Your Phone]