Date

Name

Address

Dear Ms. Sara,

I am writing this letter to provide you with the billing details of the catering and event services we delivered at your office annual function on 20th December 20XX.

The breakdown of the costs is as follows:

Food: $[X]  
Tents: $BBB  
Chairs and tables: $CCC  
Waiters’ charges: $DDD  
Lighting: $EEE  
Flowers: $FFF  
Music: $GGG  
Miscellaneous: $[X]

The total amount was $[X]. As you have already paid 25% in advance, now the remaining payable amount is $[X].

As it was decided in the contract that you will pay us the due amount within fifteen days after the function, kindly, release our payment as soon as possible. It will be a favor if you can release it by 1st of January 20XX, as we have to make few payments ourselves to the providers of the services that we had outsourced.

All the invoices are attached with this letter. If any you have queries, kindly, contact us at [X].

Thank you in advance for the payment and thank you for choosing us. It was a pleasure serving you. Looking forward to providing services to your organization in the future as well.

Regards,

Clark Steven.