

SAMPLE INVOICE COVER LETTER

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Please replace or remove all non-essential red text prior to invoice submission

California Department of Public Health
Maternal, Child and Adolescent Health (MCAH)
Attn: (Insert Contract Manager Name)
1615 Capitol Avenue, MS Code 8305
P.O. Box 997420
Sacramento, CA 95899-7420

RE: Invoice Submittal for MCAH (Insert Program Name) Agreement (Insert Number)

Enclosed for payment is our Fiscal Year (FY) _____ (1,2,3,4) identify applicable
quarter number) (Quarterly and/or Supplemental) invoice in the total amount of
\$_____, which covers the period of _____ through
_____ (inclusive dates) for services rendered pursuant to the terms and
conditions established in the above referenced Grant Agreement.

Note: if reimbursement is being requested for costs not identified in the current
approved budget, please provide additional clarification in this section. If submitting I&E
invoice, please attach time study summary sheets for each staff claiming Federal
Financial Participation.

Sincerely,

(ORIGINAL SIGNATURE)

Person Authorized to Sign Cover Letter
Title

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EW Minium



Sample Cover Letter For Invoice Submission:

Whispering the Secrets of Language: An Mental Journey through **Sample Cover Letter For Invoice Submission**

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