

# SAMPLE INVOICE COVER LETTER

(Re-create and Print on Agency's Official Letterhead)

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

# Sample Cover Letter For Invoice Submission

**Yan Bai**



**Sample Cover Letter For Invoice Submission:**

## Whispering the Techniques of Language: An Emotional Quest through **Sample Cover Letter For Invoice Submission**

In a digitally-driven world wherever screens reign supreme and quick interaction drowns out the subtleties of language, the profound secrets and emotional nuances concealed within phrases usually go unheard. However, set within the pages of **Sample Cover Letter For Invoice Submission** a charming literary prize pulsing with fresh feelings, lies an exceptional journey waiting to be undertaken. Written by a talented wordsmith, this marvelous opus encourages readers on an introspective trip, delicately unraveling the veiled truths and profound impact resonating within the material of each and every word. Within the emotional depths of this moving evaluation, we can embark upon a heartfelt exploration of the book is primary styles, dissect its interesting publishing style, and yield to the strong resonance it evokes strong within the recesses of readers hearts.

<https://crm.avenza.com/results/book-search/fetch.php/Personal%20Essays%20For%20Kids%20Examples.pdf>

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