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/if 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

ML Morrison

Sample Cover Letter For Invoice Submission:

Sample Cover Letter For Invoice Submission Book Review: Unveiling the Magic of Language

In an electronic era where connections and knowledge reign supreme, the enchanting power of language has be much more apparent than ever. Its ability to stir emotions, provoke thought, and instigate transformation is really remarkable. This extraordinary book, aptly titled "**Sample Cover Letter For Invoice Submission**," compiled by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we will delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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