# SAMPLE INVOICE COVER LETTER

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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

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