COMPANY LETTERHEAD

August 10, 2011

Commonwealth of Pennsylvania – Non-PO Invoice

78PLNRESBR

PO Box 69181

Harrisburg, PA 17106

RE: Project # ***(WO Number)***

Dear:

Please find the enclosed ***(# of OS-501 Forms – If necessary)*** Confirmation of Service form***(s)*** (OS-501) and supporting documentation for Invoice No. ***(#)***.

|  |
| --- |
| Invoice Date: |
| Invoice Period: |
| Invoice #: |
| Total Amount: |

Please let me know if there is any further information I should provide. You can reach me at the above address, by email ***(email address)***, or telephone ***(phone #)***.

Sincerely,