

Date: June 4, 2024
TDDF8555
demo@gmail.com

Your Name
Your Address
Dhaka
+880183129455

Dear Ms. Jane Doe, Please find below a cost-breakdown for the recent work completed. Please make payment at your earliest convenience, and do not hesitate to contact me with any questions.
Many thanks, Your Name

Item Description	Quantity	Unit Price	Line Total
item	1	100	৳ 100
item	1	100	৳ 100
item	1	100	৳ 100
item	1	100	৳ 100

Subtotal	৳ 400
Tax Name (20%)	৳ 80
TOTAL	৳ 480

Many thanks! I look forward to doing business with you again in due course. Payment terms: to be received within 60 days.