

Date: May 22, 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.