May 16, 2016

**Ms. Jane Smith,**

Per your request we have provided the following services for your residence: mowing, tree and shrub trimming. Please see attached invoice.

Warm regards,

Your Name

YOUR BRAND SERVICES

|  |  |
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| YOUR BRAND SERVICES**555 Anyroad, Chicago, Illinois, 00000****Ph: 555-555-5555****Email:** **yourname@yourbrandservices.com****WWW.YOURBRANDSERVICES.COM** |  |