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

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