THE H.E.A.R.T. CENTER

Education Through Recreation

CORRESPONDENCE

DATE

[Date]

TO

[Recipient / organization]

[Subject of your letter]

Hello [name],

[Open with the reason for writing. Keep the message personal and the next step clear.]

[Continue your approved message.]

Warmly,
[Name / role]

PREPARED FOR [RECIPIENT]

[Proposal title]

[Date / reference]

01 The opportunity

[The specific need, opportunity, and people this proposal serves.]

02 What is included

[Agreed scope, activities, deliverables, and responsibilities.]

03 Timing and investment

[Confirmed dates, fees, and payment information.]

Next step: [Contact / action]

THE H.E.A.R.T. CENTER

Education Through Recreation

Invoice

REFERENCE

[Invoice number]

ISSUED

[Date]

DUE

[Due date]

CURRENCY

[Currency]

BILL TO

[Name / address]

FROM

[Billing entity / contact]

DESCRIPTION	AMOUNT
[Approved line item]	[Amount]
[Approved line item]	[Amount]

TOTAL [Amount]

[Payment instructions from your billing system.]