RENT INVOICE

Landlord (Company):
[Landlord Company Name]
[Landlord Address]
[Contact Number]
[Email]

Invoice No: [####]
Date: [YYYY-MM-DD]
Due Date: [YYYY-MM-DD]

Tenant (Company):
[Tenant Company Name]
[Tenant Address]
[Contact Person & Number]
[Email]

Description	Rent Period	Amount (Currency)
Monthly Office Rent	[Start Date] to [End Date]	[Amount]
Total Payable		**[Total Amount]**

Payment Instructions:
Bank: [Bank Name]
Account Name: [Account Name]
Account Number: [Account Number]
IFSC/Swift Code: [Code]
Reference: [Invoice No./Company Name/Other Reference]

Notes:
1. Please make the payment by the due date mentioned above.
2. For queries, contact [Contact Person Name, Phone, Email].

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Authorised Signature