

[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

Dear [Client Name],

[Body of the letter - introducing the invoice, any important notes,
payment terms, etc.]

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Attachment: Invoice #12345]

[Note: Ensure that the address and salutation are positioned so they
appear through the envelope's window.]