

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invoice Number [Invoice Number]

I hope this message finds you well. Please find attached invoice number [Invoice Number] dated [Invoice Date] for the services rendered/products provided.

The total amount due is [Total Amount], and the payment is due by [Due Date].

For your convenience, payment can be made via [Payment Method].

Thank you for your prompt attention to this matter. Should you have any questions regarding this invoice, please don't hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]