

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

[Recipient Name]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Please find attached the invoice [Invoice Number] for [Brief Description of Services/Products]. The total amount due is [Total Amount].

Kindly ensure payment is processed by [Due Date].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]