

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

[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invoice Submission

I hope this message finds you well.

Please find attached the invoice #[Invoice Number] for the services rendered/products provided during [specify the period or project]. The total amount due is [Amount] and is payable by [Due Date].

We appreciate your prompt attention to this matter and look forward to your timely payment.

Should you have any questions or require further details, please do not hesitate to contact me.

Thank you for your continued partnership.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company Name]