

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

[Recipient's Name]
[Recipient's Title]
[Company Name]

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

Dear [Recipient's Name],

Subject: Invoice Submission

I hope this message finds you well.

Please find attached invoice #[Invoice Number] dated [Invoice Date] for [brief description of goods/services] rendered to [Company Name]. The total amount due is [Total Amount] and the payment is due by [Due Date]. Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]
[Your Title]