

[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],

I hope this message finds you well.

Please find attached my invoice [Invoice Number] for the consulting services provided during the period of [Start Date] to [End Date].

Summary of services rendered:

- [Service/Task 1]
- [Service/Task 2]
- [Service/Task 3]

Total amount due: [Total Amount]

I kindly request that payment be processed within [Payment Terms, e.g., 30 days] as per our agreement.

Thank you for your attention to this matter. Should you have any questions or require further details, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Title]

[Your Company Name, if applicable]