

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

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

Dear [Contractor's Name],

Subject: Invoice Submission for [Project/Service Description]

I hope this message finds you well.

Attached to this letter, please find the invoice [Invoice Number] for the services rendered in connection with [specific project or service description] completed on [completion date].

The total amount due is [Total Amount] and is payable within [payment terms, e.g., 30 days] from the date of this letter.

Please feel free to contact me should you have any questions or require further information regarding this invoice.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Printed Name]

[Your Position, if applicable]

[Your Company Name, if applicable]