

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

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

Dear [Recipient Name],

I hope this letter finds you well.

Attached, please find Invoice #[Invoice Number] for the services/products provided on [Service/Product Date]. The total amount due is [Total Amount] and is payable by [Due Date].

Please let me know if you have any questions or need further information regarding this invoice.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]