

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[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 our invoice #[Invoice Number] for [goods/services provided] rendered on [date of service]. The total amount due is [amount].

We kindly request that you process this invoice in a timely manner, in accordance with our agreed payment terms of [payment terms]. If you have any questions or require further information, please feel free to reach out to me at [your phone number] or [your email address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]