

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
Please find attached the invoice #[Invoice Number] for [description of  
goods/services provided] rendered on [date of service].  
Total Amount Due: \$[Invoice Amount]  
Due Date: [Due Date]  
If you have any questions regarding this invoice, please feel free to  
contact me at [Your Phone Number] or [Your Email Address].  
Thank you for your prompt attention to this matter.  
Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]