

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

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

Subject: Invoice for Services Rendered

Dear [Client's Name],

Thank you for choosing [Your Company Name] for your [type of services provided]. We appreciate your business and look forward to serving you again in the future.

Below is the invoice for the services rendered:

**\*\*Invoice Number:\*\*** [Invoice Number]

**\*\*Invoice Date:\*\*** [Date]

**\*\*Due Date:\*\*** [Due Date]

Description of Services	Quantity	Rate	Total
[Service Description 1]	[Qty 1]	[Rate 1]	[Total 1]
[Service Description 2]	[Qty 2]	[Rate 2]	[Total 2]
<b>**Subtotal**</b>			[Subtotal]
<b>**Tax ([Tax Rate]%)**</b>			[Tax]
<b>**Total Due**</b>			[Total Due]

Please make the payment by [Due Date] to avoid any late fees.

Payment Instructions:

[Payment Method Information]

If you have any questions regarding this invoice, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]