

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

[Recipient Name]  
[Recipient Address]  
[City, State, ZIP Code]

Subject: Sales Invoice

Dear [Recipient Name],

We hope this message finds you well. Please find below the details of your recent purchase:

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

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

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

**\*\*Description of Goods/Services Provided:\*\***

1. [Item/Service Description 1] - [Quantity] - [Unit Price] - [Total Price]

2. [Item/Service Description 2] - [Quantity] - [Unit Price] - [Total Price]

3. [Item/Service Description 3] - [Quantity] - [Unit Price] - [Total Price]

**\*\*Subtotal:\*\*** [Subtotal Amount]

**\*\*Tax (if applicable):\*\*** [Tax Amount]

**\*\*Total Amount Due:\*\*** [Total Amount]

Please make the payment by the due date mentioned above. For any queries, feel free to contact us at [Your Contact Information].

Thank you for your business!

Best regards,

[Your Name]

[Your Position]

[Your Company Name]