

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invoice [Invoice Number]

We hope this letter finds you well. Please find attached the invoice [Invoice Number] dated [Invoice Date] for [Description of Goods/Services] provided on [Service Date]. This invoice is in compliance with our agreed terms and outlines the total amount due of [Total Amount].

We kindly request you to process this invoice by the due date of [Due Date]. Payment can be made via the details provided in the attached invoice. If you have any questions or require further details, please do not hesitate to contact us.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]