

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Position]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well.

Attached please find Invoice #[Invoice Number] for the services provided during [Service Period or Description], totaling [Total Amount]. We appreciate your prompt attention to this matter and kindly request that payment be made by [Due Date].

If you have any questions regarding the invoice or require further clarification, please do not hesitate to reach out.

Thank you for your continued partnership.

Best regards,

[Your Name]
[Your Position]
[Your Company Name]