

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

[Date]
[Recipient's Name]
[Recipient's Position]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well.

Attached to this email, please find Invoice #[Invoice Number] for the services provided during [mention the period or project details]. The total amount due is [Total Amount], with a payment due date of [Due Date].

Please review the invoice at your earliest convenience. If you have any questions or require further clarification, feel free to reach out to me directly.

Thank you for your prompt attention to this matter.

Best regards,

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