

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

I hope this message finds you well.

Please find attached Invoice #[Invoice Number] dated [Invoice Date] for the services rendered/provided during the period of [Service Period]. The total amount due is [Total Amount Due], payable by [Due Date].

You can easily pay this invoice through Xero using the following payment options: [List Payment Options].

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

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Email Address]

[Phone Number]