

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

Dear [Client's Name],

I hope this message finds you well. Attached to this letter is Invoice #[Invoice Number], dated [Invoice Date], for [brief description of the goods/services provided].

The total amount due is [Total Amount]. Please note that payment is due by [Due Date]. We appreciate your prompt attention to this matter.

Should you have any questions regarding this invoice or if you need further clarification, feel free to reach out at your convenience.

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Business Name]

Attachment: Invoice #[Invoice Number]