

[Your Company Letterhead]

[Date]

[Client Name]

[Client Company Name]

[Client Address Line 1]

[Client Address Line 2]

[City, State ZIP Code]

Dear [Client Name],

We hope this message finds you well. We would like to extend our gratitude for choosing [Your Company Name] for your recent business needs. Please find attached the invoice (in PDF format) for the services we have rendered as per our agreement.

Invoice Details:

Invoice Number: [Invoice Number]

Date of Issue: [Issue Date]

Due Date: [Due Date]

Total Amount Due: [Total Amount] [Currency]

Summary of Services Rendered:

[Brief description of the services or products provided, covering any relevant dates, hours, or project milestones as applicable.]

Please review the attached PDF invoice for a detailed breakdown of charges. Kindly arrange for payment by the due date mentioned above to avoid any late fees. The payment can be made via [list accepted payment methods, e.g., bank transfer, cheque, online payment, etc.].

If you have any questions or require further clarification regarding this invoice or the services provided, please do not hesitate to reach out to us at [Your Contact Information] or reply to this email.

We genuinely appreciate your business and look forward to continuing our successful partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Email Address]

[Your Phone Number]

Attachment: Invoice_[Invoice Number].pdf