

[Your Company Name]

[Company Address Line 1]  
[Company Address Line 2]  
[City, State, ZIP Code]  
[Phone Number] | [Email Address]

Date: [Date]

**To:**

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Address Line 1]  
[Recipient Address Line 2]  
[City, State, ZIP Code]

Subject: Tax Invoice for Recent Transaction

Dear [Recipient Name],

We would like to thank you for your recent business with **[Your Company Name]**. Please find attached the tax invoice pertaining to the recent transaction for your reference and payment processing.

The enclosed invoice itemizes the details of the products/services provided, including their respective costs and applicable taxes. We request that the payment be processed by the stipulated due date indicated in the invoice.

Should you have any questions regarding the invoice or require further clarification, please do not hesitate to contact our accounts department at [Contact Email/Phone].

We appreciate your prompt attention to this matter and look forward to continuing our valued business relationship.

Sincerely,

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

## Tax Invoice

| Invoice Number | [Invoice Number]                             | Date of Issue | [Invoice Date] |
|----------------|--|---------------|----------------|
| Billed To      | [Recipient Name]<br>[Recipient Company Name] | Due Date      | [Due Date]     |

| Description              | Quantity | Unit Price   | Amount            |
|--------------------------|----------|--------------|-------------------|
| [Product/Service 1]      | [Qty]    | [Unit Price] | [Subtotal]        |
| [Product/Service 2]      | [Qty]    | [Unit Price] | [Subtotal]        |
| <b>Subtotal</b>          |          |              | [Subtotal Amount] |
| <b>Tax ([Tax Rate]%)</b> |          |              | [Tax Amount]      |
| <b>Total Amount Due</b>  |          |              | [Total Amount]    |

Please make payment to the following account:

**Bank Name:** [Bank Name]

**Account Number:** [Account Number]

**Account Name:** [Account Name]

**SWIFT/BIC:** [SWIFT/BIC Code]

If you have already made the payment, please disregard this notice.

Thank you for your business.