

ABC Company Limited

123 Business Avenue

City, State 12345

Phone: (123) 456-7890

Email: info@abccompany.com

June 10, 2024

Ms. Jane Doe

XYZ Corporation

789 Client Street

City, State 67890

Re: Invoice #2024-00123 Attached â€“ Request for Payment

Dear Ms. Doe,

I hope this letter finds you well. We appreciate the opportunity to serve you and wish to thank you for your continued business with ABC Company Limited.

Please find attached Invoice #2024-00123 for the goods and services provided to XYZ Corporation as outlined below. As of today, there is an outstanding balance of **\$2,150.00** due for your recent order.

We kindly request that payment be made by **June 24, 2024** in accordance with our standard payment terms (Net 14 days). Payment may be made via bank transfer, check, or credit card as detailed on the attached invoice.

Should you have any questions or require further information regarding the invoice, please do not hesitate to contact our finance department at billing@abccompany.com or (123) 456-7890. We value your partnership and look forward to continuing to work together.

Thank you for your prompt attention to this matter.

Sincerely,

John Smith

Accounts Manager

ABC Company Limited

Attached Invoice

Invoice #2024-00123			
Bill To:		Invoice Date:	Due Date:
Description	Quantity	Unit Price	Amount
Consulting Services â€“ May 2024	10 hours	\$150.00	\$1,500.00
Software License Fee (annual)	1	\$500.00	\$500.00
Administrative Supplies	1 lot	\$150.00	\$150.00
Total Due			\$2,150.00

Payment Information:

Bank Transfer: ABC Bank, Account #123456789, Routing #001234567

Please include the invoice number in the payment reference.