

**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](mailto: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			
<b>Bill To:</b> XYZ Corporation 789 Client Street City, State 67890		<b>Invoice Date:</b> June 10, 2024	<b>Due Date:</b> June 24, 2024
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.