

**From:** [Your Name]  
**Your Company Name**

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

**Date:** [Insert Date]

**To:**

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

Dear [Recipient Name],

I hope this message finds you well. We appreciate your business and the opportunity to serve you.

This email is to confirm the completion of [brief description of products/services provided, e.g., "web design services for your company website"]. Please find the digital invoice for these services attached to this email for your review and records.

**Invoice Number:** [Invoice #]

**Invoice Date:** [Invoice Date]

**Total Amount Due:** [\$Amount]

**Payment Terms:** [e.g., "Net 30 days"]. Kindly process the payment by [Due Date] using the methods indicated on the invoice.

If you have any questions or need further clarification regarding this invoice, please do not hesitate to contact me directly at [Your Email Address] or [Your Phone Number].

Thank you for your continued partnership.  
We look forward to serving you again in the future.

Sincerely,

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

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Attachment: [Invoice\_12345.pdf]