

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]

Attachment: [Invoice_12345.pdf]