

Sample Business Letter With Enclosure for Invoice

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Phone Number] | [Email Address]

[Date]

[Recipient's Name]

[Recipient's Title/Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We hope this letter finds you well. Please find enclosed **Invoice #**[Invoice Number] dated [Invoice Date] for the goods/services supplied as per our recent agreement.

The total amount due is [Amount], payable within [Number] days of the invoice date. Kindly review the details of the enclosed invoice and process the payment at your earliest convenience. If you have any questions or if any discrepancies are found, please do not hesitate to contact us at [Phone Number] or [Email Address].

Thank you for your continued business and prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

Enclosure: Invoice #**[Invoice Number]**