[DATE]

Contact name

Address

Address 2

City, State/Province

Zip/Postal Code

**RE: INVOICE FOR [DESCRIBE]**

Dear [CONTACT NAME]:

Please find attached our invoice for services rendered as mentioned above. We have also included a copy of your current statement for your reference.

Please do not hesitate to contact our accounts department if you have any questions or concerns.

Kind regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]