

Invoice Cover Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Agency Name]

[Your Agency Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Position]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to submit our invoice for the services rendered in [Insert Service Description] as agreed upon in our contract. Please find the detailed invoice attached for your review.

The total amount due is [Insert Amount] and we kindly request payment by [Insert Due Date]. We appreciate your prompt attention to this matter and look forward to continuing our partnership.

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

Thank you for your business!

Sincerely,

[Your Name]

[Your Position]

[Your Agency Name]