

# Invoice Cover Letter

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

We are pleased to submit our invoice for the construction work completed at [Project Location]. This invoice covers the services provided from [Start Date] to [End Date].

Enclosed, you will find the invoice #[Invoice Number] for a total amount of [Total Amount Due]. We appreciate your prompt attention to this matter and kindly ask that payment be made by [Due Date].

Thank you for choosing [Your Company Name] for your construction needs. If you have any questions regarding this invoice or the work performed, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Phone Number]

[Your Email Address]

Enclosure: Invoice #[Invoice Number]