

Invoice Cover Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are pleased to have had the opportunity to work with you on [Project/Consulting Service Name]. Attached to this letter is our invoice for the consulting services provided from [Start Date] to [End Date].

The total amount due for our services is [Total Amount Due]. We kindly request payment to be made by [Due Date]. Instructions for payment are included in the invoice for your convenience.

Thank you for entrusting us with your needs. If you have any questions regarding this invoice or the services provided, please do not hesitate to reach out.

Warm regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Enclosure: Invoice #[Invoice Number]