

Invoice Cover Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client Name]

[Client Company Name]

[Client Address]

[City, State, Zip Code]

Subject: Invoice Submission for [Project Name]

Dear [Client Name],

I hope this message finds you well. I am writing to submit the invoice for the [Project Name] creative project we recently completed. It was a pleasure working with you and your team.

Enclosed with this letter is the invoice detailing the services provided, including a breakdown of costs for your review. The total amount due is [Total Amount], with a due date of [Due Date].

Should you have any questions or require further clarification regarding the invoice, please do not hesitate to reach out. I appreciate your prompt attention to this matter and look forward to the opportunity to collaborate again in the future.

Thank you for your business!

Sincerely,

[Your Name]

[Your Title]