Invoice Cover Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

Thank you for the opportunity to provide professional services to [Client's Company]. Please find attached the invoice for the services rendered during the month of [Month/Year].

We appreciate your timely attention to this invoice. Payment is due by [Due Date]. Should you have any questions or require further clarification, please do not hesitate to contact me.

Thank you for your business!

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]