

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. Enclosed you will find Invoice #[Invoice Number] for the recurring services rendered in [Month/Year]. As per our agreement, the total amount due is [Total Amount].

We appreciate your prompt attention to this invoice. Payment is due by [Due Date]. If you have any questions concerning this invoice, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]