

Invoice Inclusion Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. Please find attached the invoice #[Invoice Number] dated [Invoice Date] for your records. This invoice includes the details of the services rendered and the associated costs.

For your bookkeeping purposes, we kindly request you to include this invoice in your financial records. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]