

Invoice Submission Letter

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. Please find attached the invoice [Invoice Number] for [Description of Services/Products]. This invoice is submitted for your records and is due on [Due Date].

Invoice Details:

- Invoice Number: [Invoice Number]
- Date of Issue: [Date of Issue]
- Total Amount Due: [Total Amount]

If you have any questions regarding this invoice, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]