

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Date]

[Accounts Department Name]

[Recipient's Position]

[Recipient's Company]

[Company 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 review and processing.

The total amount due is [Total Amount], and payment is requested by [Due Date].

If you have any questions or require further information, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature (if sending hard copy)]

[Your Name]

[Your Position]

[Your Company]