

# Invoice Payment Inclusion Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We would like to inform you that the invoice payment for the month of [Insert Month] has been included in our monthly report. The details of your invoice are as follows:

- Invoice Number: [Insert Invoice Number]
- Invoice Date: [Insert Invoice Date]
- Total Amount: [Insert Total Amount]
- Payment Status: [Paid/Pending]

Should you have any questions regarding this invoice or need further assistance, please feel free to reach out to us at [Your Contact Information].

Thank you for your timely payment and continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Contact Information]