

Invoice Preparation Notification

Dear [Recipient's Name],

We would like to inform you that your invoice for [Product/Service] has been prepared and is ready for your review. Below are the details:

- **Invoice Number:** [Invoice Number]
- **Invoice Date:** [Invoice Date]
- **Due Date:** [Due Date]
- **Total Amount:** [Total Amount]

Please review the invoice at your earliest convenience. If you have any questions or need further information, feel free to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]