

Invoice Letter

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Invoice # [Invoice Number]

Dear [Client's Name],

Thank you for choosing [Your Company Name]. We truly appreciate your business and are pleased to provide you with the following complimentary invoice.

Description	Quantity	Unit Price	Total
[Service/Product Description]	[Quantity]	[Unit Price]	[Total]
Subtotal			[Subtotal]
Tax			[Tax Amount]
Total Amount Due			[Total Amount]

Feel free to reach out if you have any questions regarding this invoice.

Thank you once again for your trust in us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]