

# Follow-Up Complimentary Invoice Letter

Date: [Insert Date]

To: [Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. We wanted to follow up regarding the complimentary invoice we sent you on [Invoice Date] for [Description of Services/Products].

If you have any questions or need further clarification about the invoice, please do not hesitate to reach out. We are here to help you.

Thank you for your continued trust in our services. We look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]