

Urgent Complimentary Invoice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

To:

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. Please find attached the complimentary invoice for [describe the service/product] that was provided on [insert date]. This invoice is issued as a courtesy and for your records.

Invoice Number: [Invoice Number]

Due Date: [Due Date]

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

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]