

# Invoice Correspondence

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client Name]  
[Client Company Name]  
[Client Address]  
[City, State, ZIP Code]

## **Subject: Invoice for [Service/Product]**

Dear [Client Name],

We hope this message finds you well. Attached to this letter, you will find Invoice #[Invoice Number], dated [Invoice Date], which outlines the details of the services/products provided to your company.

Please note the payment terms as specified in the invoice. To ensure seamless processing, kindly direct your payment to the following account details:

- Account Name: [Your Company Account Name]
- Account Number: [Your Account Number]
- Bank Name: [Your Bank Name]
- Routing Number: [Your Routing Number]

If you have any questions regarding this invoice or our services, please feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership. We look forward to serving you again.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]