

# Invoice Initiation

Dear [Customer Name],

Thank you for choosing [Your Company Name]! We are excited to begin our business relationship with you.

Attached to this letter is your first invoice for the services/products rendered on [Date]. The total amount due is [Amount], and we kindly ask that payment is made by [Due Date].

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you again for your trust in us. We look forward to serving you.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[Your Company Phone Number]

[Your Company Email]