Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

This letter is being sent to issue the invoice letter for payment. Our transaction was made on ‘Date’, regarding the ‘details of product/service’.

You will find the invoice attached to this letter. Please make sure to confirm the details on the invoice with the details of the transaction. If you have any queries, contact me on my number, ‘Phone number’.

Regards,

Your Name

Street Address City, ST ZIP Code | Phone | Email