**INVOICE COVER SHEET**

Company Name  
Company Address  
City, State, ZIP Code  
Phone Number

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ,

Enclosed are the invoice(s) for the services provided from \_\_\_/\_\_\_/20\_\_\_ to \_\_\_/\_\_\_/20\_\_\_. On the date these invoice(s) were sent, you had an outstanding balance of $\_\_\_\_\_\_.\_\_\_\_ . Please send a minimum payment of $\_\_\_\_\_\_.\_\_\_\_ by \_\_\_/\_\_\_/20\_\_\_. Failure to make sufficient payment by the deadline listed will result in a \_\_\_\_% fee of the total listed invoice balance.

From all of us at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ , we are truly appreciative you for your business. Please don't hesitate to reach out to us if ever a problem should arise. We hope to work with you in the years to come.

Sincerely,

[Printed Name]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  
*Signature*