

Invoice Email Sample

Subject: Invoice No. GZD-6761 for Installation of Dyeing Machine due on 01/11/2022

Dear Mrs. Roberta,

I hope you are doing great. Please find attached to this email the invoice for the installation of the dyeing machine that was completed on 10/10/2022. The invoice number is GZD-6761 which is due on 01/11/2022 and the due amount is \$1000.

You can make the payment via check or online transfer. You can always contact me if you have any questions or want to make any clarifications.

Sincerely,

Eric Robinson

Sales Manager

111-222-5487