

Shipping Invoice Request

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Email: [Supplier's Email]

Phone: [Supplier's Phone]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to formally request the shipping invoice for our recent order, which was delivered on [Insert Delivery Date]. The order reference number is [Insert Order Number].

For our records and timely processing of payment, we would appreciate it if you could send the invoice at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]