

Vendor Invoice Examination Endorsement

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

Subject: Endorsement of Invoice for Examination

We are writing to formally endorse the examination of the invoice referenced as [Invoice Number] dated [Invoice Date], amounting to [Invoice Amount]. This invoice pertains to [Brief Description of Goods/Services Provided].

We kindly request that you submit this invoice for our further verification and processing. Please ensure that all necessary documents and details are included to facilitate a smooth examination process.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]