

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an updated invoice for the services provided on [specific date or period]. Our records indicate that the previous invoice dated [original invoice date] does not reflect the agreed-upon terms.

To ensure our accounts are accurate, I would appreciate it if you could send the revised invoice at your earliest convenience. If you require any further information, please do not hesitate to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]