

Request for Fresh Invoice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a fresh invoice for our recent transaction dated [Insert Transaction Date]. Unfortunately, there appears to have been a discrepancy in the original invoice.

To ensure proper record-keeping and timely payment, I kindly ask you to issue a revised invoice at your earliest convenience.

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

Sincerely,

[Your Name]