

Inquiry for a Copy of Invoice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request a copy of the invoice for [Specify the service or product] dated [Specify Date].

Please let me know if you require any additional information to process this request. I appreciate your assistance in this matter.

Thank you for your attention, and I look forward to your prompt response.

Sincerely,

[Your Name]