

Request for Reissue of Bill

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the reissue of the bill dated [Insert Bill Date], with reference number [Insert Reference Number]. Due to [briefly state reason for request], I was unable to process the payment within the original timeframe.

To facilitate this matter, I kindly ask that you reissue the bill at your earliest convenience. I appreciate your understanding and assistance in this regard.

Thank you for your attention to this matter. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you require any further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]