

[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 the delivery of an electronic invoice for [specific service/product] dated [date of the invoice]. We believe that receiving invoices in electronic format will streamline our processing and facilitate prompt payments.

Could you please send the e-invoice to my email address at [Your Email Address]? If you require any further information to process this request, feel free to reach out.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]