

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

[Recipient's Name]
[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 an itemized invoice for the recent transaction dated [Insert Transaction Date]. This will greatly assist in our records and help us with future budgeting.

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

Best regards,
Your Name