

Your Name
Your Position
Your Company
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Position
Recipient's Company
Recipient's Address
City, State, Zip Code

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a duplicate copy of the invoice [Invoice Number] dated [Invoice Date], which pertains to our recent business transaction.

Unfortunately, the original document has been misplaced, and we require it for our accounting records. Please send the duplicate at your earliest convenience to ensure we can maintain accurate financial documentation.

Thank you for your assistance in this matter. If you need any further information from my side, please do not hesitate to contact me.

Best regards,

Your Name
Your Position
Your Company