

# Request for Billing Proof

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a proof of billing for the services rendered to me on [specific date or time period]. My account number is [account number].

For my records and to ensure accurate bookkeeping, I would appreciate it if you could send me the detailed billing statement at your earliest convenience.

Thank you for your assistance. Should you need any further information, please feel free to contact me at [your phone number] or [your email address].

Sincerely,

[Your Name]