

Contractor Invoice Request

Date: [Insert Date]

To: [Contractor's Name]

Company: [Contractor's Company Name]

Address: [Contractor's Company Address]

Email: [Contractor's Email]

Phone: [Contractor's Phone Number]

Dear [Contractor's Name],

I hope this message finds you well. I am writing to kindly request the invoice for the services rendered as per our contract agreement dated [Insert Contract Date].

Details of the services provided:

- Service Description: [Insert Service Description]
- Completion Date: [Insert Completion Date]
- Total Amount Due: [Insert Total Amount]

Please send the invoice at your earliest convenience so we can process the payment promptly.

Thank you for your attention to this matter. If you have any questions, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Email]

[Your Phone Number]