

[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 clarification regarding a missing invoice associated with our recent transactions.

According to our records, we have not yet received invoice #[Invoice Number] dated [Invoice Date]. This document is essential for our accounting and payment processes.

Could you please confirm if this invoice has been issued or if there are any issues on your end? If it has been sent, I would appreciate it if you could resend it to me at your earliest convenience.

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

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]