

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of invoice #[Invoice Number], dated [Invoice Date], as I have unfortunately misplaced the original document.

Could you please resend it at your earliest convenience? I apologize for any inconvenience this may cause and appreciate your assistance.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]