

Invoice Number Change Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in the invoice number associated with our recent transaction. The details are as follows:

Current Invoice Number: [Insert Current Invoice Number]

Requested New Invoice Number: [Insert New Invoice Number]

Reason for Change: [Brief Explanation]

We understand that changing the invoice number may require adjustments in your records, and we appreciate your cooperation in processing this request promptly. Should you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter. We look forward to your swift response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]