

# Invoice Number Modification Request

To: [Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Date: [Current Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the invoice number associated with Invoice #[Original Invoice Number], dated [Invoice Date], for tax purposes.

The reason for this request is [Brief Explanation of Reason for Modification, e.g., a clerical error, internal accounting requirements, etc.]. To ensure our records and tax filings are accurate, we kindly ask that the invoice number be modified to #[New Invoice Number].

We appreciate your attention to this matter and your cooperation in making this adjustment. If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding and assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]