

Invoice Number Revision Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a revision of the invoice number associated with transaction [Transaction Details or Description]. The current invoice number is [Current Invoice Number], and we need to update it to [Requested Invoice Number] for our internal records.

The reason for this revision is [Brief Explanation]. We appreciate your assistance in processing this request at your earliest convenience.

Please let me know if you require any further information or documentation to facilitate this revision.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]