

Invoice Number Update Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request an update regarding Invoice Number [Insert Old Invoice Number] that was issued on [Insert Date of Invoice]. During our recent financial reconciliation, we found that this invoice number should be updated to [Insert New Invoice Number].

This update is crucial for our financial records and compliance. We kindly ask that you confirm the change at your earliest convenience.

Thank you for your assistance in this matter. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]