

Invoice Request for Additional Documentation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request additional documentation related to the invoice numbered [Insert Invoice Number], dated [Insert Invoice Date], which we received on [Insert Receipt Date].

In order to proceed with the processing and timely payment of this invoice, we kindly ask you to provide us with the following documents:

- [Specify the first document required]
- [Specify the second document required]
- [Specify any additional documents required]

Your prompt attention to this request will be greatly appreciated and will help us ensure a smooth transaction. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]