

Invoice Request for Missing Items

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

I hope this message finds you well. I am writing to bring to your attention that we have received our recent shipment (Invoice #[Insert Invoice Number]) dated [Insert Invoice Date]; however, there are some missing items that were not included.

The missing items are as follows:

- [Item Name 1] - [Quantity]
- [Item Name 2] - [Quantity]
- [Item Name 3] - [Quantity]

We would appreciate it if you could look into this matter and provide us with an update on the missing items. Please let us know when we can expect the items to be shipped.

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

<pSincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]