

Subject: Appeal for Replacement Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a replacement invoice for [specific transaction details or invoice number] dated [date of original invoice].

Due to [brief explanation of the reason for the appeal, e.g., incorrect charges, lost invoice, etc.], I kindly request a revised invoice at your earliest convenience.

Thank you for your understanding and prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[Your Contact Information]