

Invoice Reissuance Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Reissuance of Invoice #[Invoice Number]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the reissuance of Invoice #[Invoice Number], dated [Original Invoice Date]. We have encountered an issue regarding the original invoice that needs to be addressed.

Details of the Invoice:

- Invoice Number: [Invoice Number]
- Date: [Original Invoice Date]
- Amount: [Invoice Amount]
- Description: [Invoice Description]

We kindly ask that you revise the invoice and send us a corrected copy at your earliest convenience. If you require any further information or clarification, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]