

Request for New Invoice Issuance

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the issuance of a new invoice for the transaction dated [Insert Transaction Date]. Unfortunately, the original invoice number [Insert Invoice Number] was not received or was lost due to [brief explanation of the issue, if necessary].

To ensure smooth processing on our end and for our records, I kindly ask that you generate a new invoice reflecting the same details as previously stated. Below are the pertinent details for your reference:

- Invoice Amount: [Insert Amount]
- Service/Product Description: [Insert Description]
- Due Date: [Insert Due Date]

Thank you for your attention to this matter. I appreciate your assistance and look forward to receiving the new invoice at your earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]