

Invoice Solicitation

Date: [Insert Date]

To,

[Supplier's Name]

[Supplier's Address]

[City, State, Zip Code]

Dear [Supplier's Name],

I hope this message finds you well. We recently completed a purchase of [Product Name/Description] on [Purchase Date], and I am writing to kindly request the invoice for this transaction.

Details of the purchase are as follows:

- Product Name: [Product Name]
- Quantity: [Quantity]
- Total Amount: [Total Amount]
- Purchase Order Number: [PO Number]

We would appreciate it if you could send the invoice at your earliest convenience to [Your Email Address] or [Your Mailing Address]. If any additional information is required, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]