

Dear [Accountant's Name],

I hope this message finds you well. I am writing to request a summary of invoices for the period of [start date] to [end date] for the purpose of accounting reconciliation.

Could you please provide the following details:

- Invoice Number
- Invoice Date
- Customer Name
- Amount Due
- Status of Payment

Your assistance in providing this information by [specific date] would be greatly appreciated.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]