

Electronic Invoice Request for Consulting Fees

Date: [Insert Date]

To: [Consultant's Name]

[Consultant's Address]

[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to request an electronic invoice for the consulting services provided on [insert date(s) or project name]. As per our agreement, the total amount due for your services is [insert amount].

For your convenience, please send the invoice to the following email address: [Your Email Address]. If you require any additional information or details, please let me know.

Thank you for your assistance, and I look forward to receiving the invoice at your earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]