

Electronic Invoice Request

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 an electronic invoice for the contract work completed under our agreement dated [Insert Agreement Date]. The details of the work are as follows:

- Project Title: [Insert Project Title]
- Description of Work: [Insert Description]
- Total Amount Due: [Insert Amount]
- Invoice Due Date: [Insert Due Date]

We appreciate your prompt attention to this matter. Please send the electronic invoice to [Insert Your Email Address] at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]