

# Electronic Invoice Request

Date: [Insert Date]

To: [Event Planning Company Name]

Contact Person: [Contact Name]

Address: [Company Address]

Email: [Contact Email]

Dear [Contact Name],

I hope this message finds you well. I am writing to formally request an electronic invoice for the event planned on [Event Date] at [Event Location]. Please find the details of the event below:

- Event Name: [Event Name]
- Event Date: [Event Date]
- Number of Attendees: [Number of Attendees]
- Services Required: [List of Services]

Kindly send the invoice to my email address at [Your Email Address]. If you require any further information, please feel free to contact me.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]