

Electronic Invoice Request for Maintenance Services

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Email: [Service Provider Email]

Dear [Service Provider Name],

I hope this message finds you well. I am writing to formally request an electronic invoice for the maintenance services rendered on [Insert Service Date]. The details of the services provided are as follows:

- Service Description: [Description of the services]
- Date of Service: [Service Date]
- Invoice Amount: [Amount]

Please send the electronic invoice to this email address at your earliest convenience. If you need any additional information or documents to process my request, feel free to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]