

Electronic Invoice Request for Online Training Sessions

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an electronic invoice for the online training sessions that I attended on [dates of the training sessions].

Details of the training sessions are as follows:

- Course Title: [Course Title]
- Trainer: [Trainer's Name]
- Total Amount: [Total Amount]
- Payment Method: [Payment Method]

Please send the electronic invoice to my email address at [Your Email Address] at your earliest convenience. If you require any additional information, do not hesitate to reach out.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Phone Number]

[Your Company Name]