

Electronic Invoice Request for Product Delivery

Date: [Insert Date]

To: [Supplier's Name]

Address: [Supplier's Address]

Email: [Supplier's Email]

Dear [Supplier's Contact Name],

I hope this message finds you well. We would like to request an electronic invoice for the recent order placed on [Order Date] for the following products:

- Product Name: [Product 1], Quantity: [Quantity 1], Price: [Price 1]
- Product Name: [Product 2], Quantity: [Quantity 2], Price: [Price 2]
- Product Name: [Product 3], Quantity: [Quantity 3], Price: [Price 3]

Please send the electronic invoice to the following email: [Your Email Address]. Your prompt attention to this matter is greatly appreciated.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Contact Number]