Demand for Summary Invoice

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a summary invoice for the services/products provided under invoice number [Invoice Number] dated [Invoice Date]. As per our agreement, timely invoicing is essential for both our accounting processes.

Please include a breakdown of the charges and any relevant details necessary for our records. You can send the invoice to my email at [Your Email Address] or to the address listed above.

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

Sincerely,

[Your Name]