

Request for Consolidated Invoice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a consolidated invoice for all transactions completed between [start date] and [end date]. This will help streamline our accounting processes.

Please include the details of all relevant transactions in the consolidated invoice, such as invoice numbers, dates, and the exact amounts.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]