

Letter of Appeal for Retroactive Invoice Access

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to retroactive invoices pertaining to my account ([Your Account Number or ID]), specifically for the period of [insert the specific period].

Due to [briefly explain the reason, e.g., "unforeseen circumstances" or "a recent change in financial record keeping"], I was unable to access these invoices in a timely manner. Having access to these documents is crucial for my [personal/business] records and financial planning.

I appreciate your assistance and understanding regarding this matter. If there are any forms or further information you require to process my request, please do not hesitate to let me know.

Thank you for considering my appeal. I look forward to your prompt response.

Sincerely,

[Your Name]