

Inquiry for Archived Invoice Retrieval

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

[Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a retrieval of an archived invoice that I believe is in your records.

The details of the invoice are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Issue: [Insert Date]
- Amount: [Insert Amount]
- Service/Product Description: [Insert Description]

If it is possible, please let me know the process for obtaining this document. I appreciate your assistance and look forward to your prompt reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]