

Notification of Missing Historical Invoices

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We are writing to notify you that we have identified the absence of several historical invoices related to our transactions. Specifically, we are missing invoices for the periods of [insert specific periods or invoice numbers].

These invoices are crucial for maintaining accurate records and ensuring compliance with our accounting practices. We kindly request your assistance in providing copies of the missing invoices at your earliest convenience.

If you need any further information or if there are any issues in retrieving the required documents, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]