

# Official Invoice Request

Date: [Insert Date]

To: [Recipient's Name]

[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 an official invoice for historical records pertaining to our previous transactions.

Details of the required invoice are as follows:

- Invoice Number: [Insert Invoice Number]
- Date of Transaction: [Insert Date]
- Amount: [Insert Amount]

This documentation is vital for our accounting and auditing processes. Please send the official invoice at your earliest convenience to the address provided below:

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

Thank you for your attention to this matter. Should you require any additional information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]