

Request for Previous Invoice Documentation

Date: [Insert Date]

[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 request copies of previous invoice documentation pertaining to our account. Specifically, we are looking for invoices from [insert specific time period or invoice numbers if applicable].

These documents are required for our records and to ensure accurate financial reporting. If you could provide the requested invoices at your earliest convenience, it would be greatly appreciated.

Thank you for your attention to this matter. Please do not hesitate to contact me if you need any further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]