

Subject: Request for Old Invoice Files

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company's Name]

[Company's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request copies of old invoice files related to my account with [Company's Name]. Specifically, I am looking for invoices dated between [Start Date] and [End Date].

These invoices are crucial for my records and I would greatly appreciate your assistance in retrieving them. If there are any forms or fees associated with this request, please let me know.

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

Sincerely,

[Your Name]