

# Request for Past Invoice Copies

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request copies of past invoices for our records and reconciliation purposes. Specifically, we are looking for invoices dated between [start date] and [end date].

We appreciate your assistance in this matter, as having these documents will help us ensure accurate bookkeeping. If you require any further information or if there are any associated fees, please let me know.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]