

Invoice Audit Trail Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the complete audit trail for the invoices issued between [Start Date] and [End Date] for the purpose of account reconciliation. The details are crucial for ensuring the accuracy and integrity of our financial records.

Please provide the following documents:

- Invoice numbers and associated details
- Payment records
- Any correspondence related to the invoices

Your cooperation is greatly appreciated, and I kindly ask that the requested information be sent by [Due Date]. Should you have any questions or require further clarification, please feel free to contact me directly.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]