

# Invoice Audit Trail Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an audit trail of invoices for the purpose of preparing for our upcoming audit scheduled for [Insert Audit Date].

Specifically, we would like to receive the following details:

- Invoice numbers
- Dates of issue
- Amounts
- Payment statuses
- Any relevant notes or comments

We would appreciate it if you could provide this information by [Insert Deadline Date] to ensure we have ample time to review before our audit.

Thank you for your assistance and cooperation. Please feel free to reach out if you have any questions or need further clarification.

Sincerely,

[Your Name]

[Your Position]