

Invoice Audit Trail Request

Date: [Insert Date]

To: [Insert Recipient Name]

[Insert Recipient Position]

[Insert Recipient Company]

[Insert Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an audit trail of invoices related to [specific project or expense category] for the purpose of expense tracking and reconciliation.

The invoices I am requesting cover the period from [Start Date] to [End Date]. Specifically, I would like to receive the following details:

- Invoice Numbers
- Invoice Dates
- Amounts
- Payment Status

Having this information will significantly aid in our financial review process. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]