

# Invoice Audit Trail Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Vendor Name]

[Vendor Company]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Name],

We are currently conducting an audit of our invoice processing system and would like your assistance in verifying the following details regarding the invoices issued by your company:

- Invoice Number: [Insert Invoice Number]
- Invoice Date: [Insert Invoice Date]
- Total Amount: [Insert Invoice Amount]

We kindly ask for the corresponding audit trail for the aforementioned invoices, including any supporting documentation you may have. This information is important for ensuring accurate records and compliance with our audit standards.

Please respond to this request by [Insert Deadline Date]. If you have any questions or require further clarification, do not hesitate to contact me directly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]