

Letter of Demand for Specific Invoice Format

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an adjustment to the invoice format that has been utilized for our recent transactions. We have encountered some challenges with the current format that have hindered our accounting processes.

To facilitate better record-keeping and payment processing, I kindly ask that future invoices adhere to the following format:

- Invoice Number
- Invoice Date
- Due Date
- Itemized Description of Goods/Services
- Total Amount Due
- Payment Instructions

We appreciate your prompt attention to this matter and look forward to your cooperation in implementing this format for our future invoices. Please feel free to reach out if you have any questions or require further clarification regarding our request.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]