

Subject: Request for Unique Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a unique invoice for [specific item or service] that we recently discussed.

To ensure accurate record-keeping and expedite the payment process, I kindly ask that you include the following details in the invoice:

- Invoice Date
- Invoice Number
- Description of Services/Products
- Total Amount Due

It would be greatly appreciated if you could send the invoice by [specific date] to ensure timely processing on our end.

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or require further information.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]