

Service Invoice Overview Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an overview of the service invoices issued for the past month. This information will assist us in our accounting and ensure all transactions are accurate and up to date.

Specifically, I would appreciate if you could include the following details:

- Invoice Number
- Date of Service
- Amount Charged
- Status of Payment

Thank you for your cooperation. If you need any further information or clarification, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]