

Service Invoice Summary Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a summary of the service invoices associated with [specific project or service details] for the period of [insert date range]. This information will greatly assist us in our financial review.

Please include the following details in the summary:

- Invoice Number
- Date of Service
- Description of Services Provided
- Amount Charged

If possible, please provide the summary by [insert deadline], as it will help us in our upcoming meeting.

Thank you for your attention to this matter. We appreciate your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]