

# Manual Invoice 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 formally request a manual invoice for the freelance work I completed for [Project Name/Description] on [Date(s) Work Was Performed].

Below are the details of the work completed:

- Service Provided: [Description of Services]
- Hours Worked: [Total Hours]
- Rate: [Hourly Rate/Fixed Fee]
- Total Amount Due: [Total Amount]

Please let me know if you require any additional information or documentation to process this request. I appreciate your attention to this matter and look forward to receiving the invoice at your earliest convenience.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]