

# Invoice Customization Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request customization for our invoice template to better reflect our brand identity. Below are the specific changes we would like to implement:

- Update the color scheme to [insert colors].
- Add our logo at the top left corner.
- Change the font style to [insert font style].
- Include a footer with our contact information and social media links.
- Adjust the layout to feature item descriptions more prominently.

We believe these changes will enhance our professional appearance and improve customer experience. Please let me know if you require any additional information.

Thank you for your assistance. I look forward to your confirmation of this customization request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]