

# Invoice History Request for Accounting Review

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the invoice history for our account for the past [insert time frame, e.g., six months]. This information is needed for our upcoming accounting review.

Please provide copies of all invoices, along with any relevant payment records. If possible, I would appreciate it if you could send this information by [insert deadline, e.g., end of the week].

Thank you for your assistance. If you have any questions or need further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[City, State, Zip Code]