

Invoice History Request for Expense Verification

Date: [Insert Date]

To: [Recipient's Name]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of the invoice history related to the expenses incurred during the period of [Insert Date Range]. As part of our internal audit process, it is vital for us to verify these expenses.

Please provide the following information:

- Invoice Numbers
- Dates of Transactions
- Amounts Charged
- Description of Services/Products

Kindly send the requested documents to [Your Email Address] or contact me at [Your Phone Number] should you need any further details.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]