

# Invoice History Request for Financial Audit

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. As part of our ongoing financial audit, we are conducting a review of our records, and we kindly request your assistance in providing a history of invoices related to our account.

Please include the following information in your response:

- Invoice numbers
- Invoice dates
- Amounts billed
- Payment status

If possible, we would appreciate receiving the invoice history for the period from [Start Date] to [End Date]. Your cooperation in this matter is crucial for the accuracy of our audit process.

Thank you for your attention to this request. Please feel free to reach out if you have any questions or require further clarification.

Sincerely,

[Your Name]

[Your Contact Information]