

# Invoice History Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a history of invoices related to the [Project Name/Description] for budgeting purposes.

For our records and to assist in upcoming project financial planning, I would appreciate if you could send the following:

- All invoices issued for the project from [Start Date] to [End Date]
- A summary of payments made against those invoices
- Any additional relevant documentation

Thank you for your assistance with this matter. Please let me know if you require any additional information or if there are any forms you need me to complete.

Looking forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]