

# Invoice History Request for Reimbursement

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of the invoice history related to [specific project/client/event] for the purpose of reimbursement documentation. The details are as follows:

- **Project/Client Name:** [Insert Details]
- **Date Range:** [Start Date] to [End Date]
- **Invoice Numbers:** [List Invoice Numbers, if available]

Having this information will help ensure that my reimbursement request is processed accurately and promptly. If possible, please send the requested invoices to my email address at [Your Email Address] by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]