

# Invoice History Request for Tax Purposes

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request a copy of my invoice history for the year [Insert Year] for tax purposes. This information is essential for accurately completing my tax documentation.

For your reference, my account details are as follows:

- Account Number: [Insert Account Number]
- Company Name: [Your Company Name]

I would appreciate it if you could send me the requested invoices at your earliest convenience. If you need any further information to process this request, please do not hesitate to contact me.

Thank you for your assistance.

Sincerely,

[Your Name]