

# Invoice History Request

Date: [Insert Date]

[Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We hope this message finds you well. As part of our ongoing vendor reconciliation process, we kindly request a complete history of our invoices with your esteemed company.

Specifically, we would like the following information:

- Invoice Numbers
- Invoice Dates
- Invoice Amounts
- Payment Status
- Any relevant notes or discrepancies

We appreciate your cooperation in this matter and ask that you provide the requested information by [Insert Due Date]. If you have any questions or need further clarification, please do not hesitate to reach out.

Thank you for your attention to this request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]