Invoice Request for Event Hosting

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Date: [Current Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an invoice for the hosting of our recent event held on [Event Date] at [Event Location]. As per our agreement, we would like to receive the invoice detailing the costs associated with the event.

Details of the event are as follows:

- Event Name: [Event Name]
- Date of Event: [Event Date]
- Location: [Event Location]
- Number of Attendees: [Number of Attendees]

Please send the invoice to the address listed above or via email at [Your Email]. If you require any additional information, feel free to reach out to me directly.

Thank you for your prompt attention to this matter. I look forward to your timely response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]