

Invoice Request

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

Email: [Freelancer's Email]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally request an invoice for the freelance work you completed on [insert project name or description] from [start date] to [end date].

Please include the following details in the invoice:

- Description of services rendered
- Total amount due
- Payment terms
- Due date

Thank you,

[Your Name]

[Your Position]

[Your Company]

Email: [Your Email]

Phone: [Your Phone Number]