

# Invoice Request for Project Completion

Date: [Insert Date]

To,

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the invoice for the completion of the [Project Name] project, which was finalized on [Completion Date].

Please include all relevant details pertaining to the project in the invoice for our records.

Thank you for your attention to this matter. I look forward to receiving the invoice at your earliest convenience.

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]