

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Hotel Name]

[Hotel Address]

[City, State, Zip Code]

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request the details of my invoice from my recent stay at your hotel from [Check-in Date] to [Check-out Date]. The reservation was made under the name [Your Name] and the confirmation number is [Confirmation Number].

Could you please provide me with a copy of the invoice at your earliest convenience? I would appreciate any assistance you could provide in this matter.

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

Sincerely,

[Your Name]