

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[DX Engineering]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invoice Request for Recent Purchase

I hope this message finds you well. I am writing to formally request an invoice for my recent purchase made on [purchase date] with the order number [order number].

The details of the transaction are as follows:

- Item(s) Purchased: [List of items]
- Total Amount: [Total amount]
- Payment Method: [Credit card/PayPal/Other]

Please send the invoice to my email address at [Your Email Address] at your earliest convenience.

Thank you for your assistance!

Sincerely,

[Your Name]
[Your Title/Position, if applicable]