

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hotel Name]
[Hotel Address]
[City, State, Zip Code]

Subject: Invoice Request for Recent Stay

Dear [Hotel Manager's Name],

I hope this message finds you well. I am writing to request an invoice for my recent stay at JW Hotel from [Check-in Date] to [Check-out Date], under the reservation number [Reservation Number].

Please include the following details in the invoice:

- Guest Name: [Your Name]
- Dates of Stay: [Check-in Date] to [Check-out Date]
- Room Rate per Night: [Room Rate]
- Additional Charges: [List any additional charges, if applicable]
- Total Amount Due: [Total Amount]

I would appreciate it if you could send the invoice to my email at [Your Email Address] at your earliest convenience.

Thank you for your assistance.

Sincerely,
[Your Name]