

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],  
Subject: Invoice Request

I hope this message finds you well. I am writing to request an invoice for [provide details regarding the service or product, e.g., "the consulting services provided during the month of July 2023"].

Please include the following information in the invoice:

- Invoice number
- Date of service
- Description of services rendered
- Total amount due
- Payment terms

If you could send the invoice by [specific date], I would greatly appreciate it. If there are any questions or further details needed, please do not hesitate to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Company Name]