

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request an invoice for the services provided on [specific date or range of dates], related to [brief description of the services or products].

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

Thank you for your attention to this matter. I appreciate your prompt response.

Best regards,

[Your Name]  
[Your Job Title]  
[Your Company Name]