

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Supplier's Name]

[Supplier's Company Name]

[Supplier's Address]

[City, State, Zip Code]

Subject: Advance Invoice Request

Dear [Supplier's Name],

We hope this message finds you well.

We are writing to request an advance invoice for the upcoming order of [describe the goods/services]. Below are the details for your reference:

****Order Number:**** [Order Number]

****Invoice Amount:**** [Total Amount]

****Due Date:**** [Due Date]

****Payment Method:**** [Payment Method]

Please prepare the advance invoice at your earliest convenience and send it to us via [email or preferred method]. This will assist us in processing the payment promptly.

Thank you for your cooperation. Should you have any questions or need further information, feel free to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]