

# Formal business invoice request

Subject: Request for Invoice

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an invoice for the recent transaction made on [date]. We require the official invoice to complete our financial records and process payment through our accounting department.

Kindly include the details of the products/services provided, unit prices, applicable taxes, and payment terms. If possible, please share the invoice by [preferred date] so we can ensure timely settlement.

Thank you for your cooperation, and we look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

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