

Casual vendor invoice request

Subject: Could You Send the Invoice?

Hi [Vendor's Name],

Hope you're doing great! Just wanted to check if you could send over the invoice for the order we placed on [date]. We're in the process of wrapping up our monthly accounts and would love to get this sorted soon.

No rush, but if you could send it by [date], that would be awesome. Thanks a lot for your help!

Best,

[Your Name]

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