

## Requesting a duplicate invoice

Subject: Request for Duplicate Invoice

Dear [Recipient's Name],

I am writing to request a duplicate copy of the invoice for our order on [date]. Unfortunately, the original invoice was misplaced, and we need it to update our financial records.

Please resend the invoice at your earliest convenience. We apologize for the inconvenience and appreciate your support in this matter.

Thank you,

[Your Name]

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