

Requesting provisional invoice before final billing

Subject: Request for Provisional Invoice

Dear [Recipient's Name],

I am writing to request a provisional invoice for the goods ordered on [date]. While we await the final billing, a provisional invoice will allow us to initiate internal approval and budget allocation processes.

Please include estimated costs, delivery charges, and applicable taxes in the provisional invoice. The final invoice can be shared after delivery is complete.

Your cooperation in expediting this request will be highly appreciated.

Sincerely,

[Your Name]

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