Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

This email is being sent to request a digital invoice for our agreed transaction on the ‘date’, regarding the ‘name and details of the product’/service’. The reference number of the transaction is ‘xxx-xxx-xxx’.

Please send us a digital invoice of our transaction.

Regards,

Your Name

Street Address City, ST ZIP Code | Phone | Email