Date

To

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear [Name],

This letter is being issued to request for the tax invoice concerning our business transaction made on ‘Date’. The agreement made was regarding ‘details of product/services’. The reference number is as follows, ‘xxx-xxx-xxx’.

We request you to please send us the tax invoice for our transaction.

Regards,

Your Name

Street Address City, ST ZIP Code | Phone | Email