Date:

Name of the authority

Designation of the authority

Name of the company

**Subject: Request for monthly invoice**

**Dear Sir,**

It has been observed that you have not issued any invoices yet against the purchases that we have made from your store in the last month. You are being requested to issue the invoices of all the products that have been purchased from your store as soon as possible.

The earliest response from your side will be appreciated in this regard.

Thankfully,

Name of the sender

Signatures

\_\_\_\_\_\_\_\_\_\_\_\_