**Request Letter for Duplicate Bill and Invoice Format**

From:

Andrew Smith

Manager

Zenith Technologies

Richmond Road

California

Date: November 25, 2021

To,

Mr. Adams Black

Manager

New Age Hardware

California

Sub: Regarding issuance of duplicate invoice.

Dear Mr. Adams,

I am writing this letter to request you to please issue Zenith Technologies a duplicate invoice for the invoice no. 1234 dated October 10th, 2020 as the same has not reached us.

On enquiring with the courier company, it was found out that due to the outbreak of fire at one of their offices, many of the parcels have caught fire and we are assuming that this invoice that your company had sent to us is also a part of it.

Therefore, I am writing this letter to kindly issue me this invoice as soon as possible so that our accounts department can process it and we can release your payment at the earliest.

Thanking you.

Regards,

Andrew Smith

Manager

Zenith Technologies