(Date)

(Target Company’s name)  
(Target Company’s address)

Subject: Duplicate fee bill

Dear Sir,

I, Meezo Craig, am a regular vendor of your company for the ABC products (you can mention the details of the product here with the reference numbers if you still remember) writing to request a duplicate of the invoice for your last purchase from me.

Because of some unfortunate events, I have lost the bill receipt. Sadly, I do not also remember the reference number of the bill discussed nor any other details such as who signed the contract from your end. However, I do recall it was a total of 20 XYZ products sold at [X] (mention the date). Each product was sold at $50 each. (Mention any other relevant details to help the concerned authorities recognize your products easily).

I am having great difficulty in processing my record without the invoice as my yearly audit is due. Moreover, the bill contains sensitive information about my finances. Hence, I would like to request you to issue me a duplicate fee bill for the invoice in the discussion. I shall be grateful to you and much appreciate it if you prioritize it and issue me the duplicate bill.

Should you have any questions, please feel free to reach me at [X] or email me at [email]. I am available 24/7.

Sincerely,

XYZ,  
ABC Solutions, (Your company name)  
(Your signature)