

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Date]

[Contractor Name]
[Company Name]
[Address]
[City, State, Zip Code]

Subject: Request for Invoice and Payment Receipt - [Project Name/Reference Number]

Dear [Contractor Name],

I am writing to formally request an itemized invoice and a payment receipt for the work completed on [Project Description] located at [Project Address].

According to my records, the project was completed on [Completion Date], and total payment in the amount of \$[Amount] was made on [Payment Date] via [Payment Method: e.g., Check, Credit Card, Bank Transfer].

Please ensure the documentation includes the following details:

- A detailed breakdown of labor and materials.
- The total amount paid.
- The date the payment was received.
- The remaining balance (if any).

Please send these documents to my email at [Your Email Address] or by mail to the address listed above by [Desired Date].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]
[Your Printed Name]