



Subject: Request for copy of invoice

To whom it may concern :

I'm Lee from the Accounts Payable department at Mahalo. Ltd.

I understand that we have an invoice outstanding with your company since 07/01/2019

This email is to request you for a copy of the invoice, so that we can clear it for payment at the earliest.

First of all, apologies for the delay in payment. The accounts team has been reshuffled and this case came to my notice just an hour ago and I am writing to you immediately.

The invoice number is 137831, for Mr. Smith who stayed at your hotel for a period of 4 days.

That is, from 06/28/2019 to 07/01/2019

We cannot seem to locate the invoice, so I request you to send me a copy of the invoice, so that I can issue the payment right away.

Please send it to the email address mentioned below and mark it for my attention.

Once again, sincere apologies for the delay.

Thank you,
Lee,
Senior Executive
Accounts Payable,
Mahalo. Ltd

Dear Ms Lee,

This is in reference to the email that you sent me this morning.

First off, I would like to thank you for taking the initiative of asking for the invoice copy.

As requested by you, I have attached a copy of the invoice 137831. I'm sure you have our bank details.

Sincerely,
Jun Hasegawa,
Accounts Credit,
ABC Group of Hotels

Vocabulary & Expressions

To whom it may concern: ご担当者様へ (担当者名が分かる場合には Dear を使う)

Accounts Payable department	経理部門の支払担当者	invoice 請求書	mentioned below 下記に記載
invoice outstanding 未払請求書	attention 注目	earliest 最短	Issue the payment 支払書を発行する
apologies 謝罪・申し訳ございません		immediately 直ちに	delay in payment 支払いの遅延
came to my notice 〜であることに気づいた		reshuffled 人事異動	accounts team 経理担当チーム
in reference to 〜に関して	First off 最初に	take initiative 率先して〜する・先導する	
attach 添付する	I'm sure きっと〜なことでしょ		