**نموذج خطاب رسمي لشركة بالانجليزي**

Date: ----- day/ --------- month/ ---------year

The receiver name/ ---------------------- The company name --------------------------

Excuse me, sir, I ask you to agree about sending me a formal copy of the previous year's invoice; in order to check all elements and funds in detail, please send me it as quickly as possible, thanks for your help.

The sender name / ---------------------------- Signature / ---------------------