

Invoice Approval Request

Date: [Insert Date]

To,

[Client's Name]

[Client's Company Name]

[Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to kindly request the approval for the invoice [Invoice Number], dated [Invoice Date], which was sent to you on [Date Sent]. The total amount due is [Amount Due].

The services rendered included:

- [Service 1 Description]
- [Service 2 Description]
- [Service 3 Description]

As we agreed upon, the payment is due by [Due Date]. Timely approval of the invoice would be greatly appreciated to ensure a smooth process.

Thank you for your attention to this matter. Please let me know if you have any questions or need further information.

Looking forward to your prompt response.

Best regards,

[Your Name]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email]