

Invoice Delivery Schedule Inquiry

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the delivery schedule for our recent invoice dated [Insert Invoice Date], with invoice number [Insert Invoice Number]. We are keen to understand the estimated delivery date to ensure timely processing on our end.

Could you please provide us with an update regarding the status and expected timeline for the delivery of this invoice? Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this inquiry. I look forward to hearing from you soon.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]