

Invoice Dispatch Inquiry

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the dispatch status of our recent invoice dated [Insert Invoice Date], with the invoice number [Insert Invoice Number]. We would like to confirm if the invoice has been dispatched and when we can expect to receive it.

Your prompt response regarding this matter would be greatly appreciated, as it will assist us in maintaining our records.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]