

Invoice Status Update Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Subject: Request for Invoice Status Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of Invoice #[Invoice Number] issued on [Invoice Date]. As we have not yet received confirmation of payment, I would appreciate any updates you could provide regarding its processing.

If there are any issues or additional information required from our side, please do not hesitate to let me know. Your assistance in this matter would be greatly appreciated.

Thank you for your attention to this request. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]