

Invoice Status Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with an update regarding your inquiry about the status of invoice #[Invoice Number].

As of today, the invoice is currently being processed, and we expect it to be settled by [Expected Settlement Date]. We appreciate your patience in this matter.

If you have any further questions or need additional information, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]