

Request for Comments on Invoice Timeliness

Dear [Recipient's Name],

I hope this message finds you well. We are reaching out to request your feedback regarding the timeliness of our recent invoice submissions.

As part of our continuous improvement efforts, we value your insights and would appreciate it if you could take a moment to share your thoughts on the following:

- Was the invoice received in a timely manner?
- Did the invoice meet your expectations in terms of clarity and detail?
- Were there any delays in processing the payment, and if so, what were the reasons?

Your feedback is crucial for us to enhance our invoicing processes. Please reply by [specific date] to ensure we can implement any necessary changes promptly.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]