

Approval Notification

Date: [Insert Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Approval of Invoice #[Invoice Number]

Dear [Vendor Name],

We would like to inform you that your invoice #[Invoice Number] dated [Invoice Date] has been reviewed and approved for payment.

Invoice Amount: [Invoice Amount]

Please expect the payment to be processed within [Payment Processing Timeframe]. If you have any questions, feel free to contact us at [Your Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]