

Invoice Approval Status Update

Dear [Recipient's Name],

We would like to inform you about the status of your recent invoice submission.

Invoice Number: [Invoice Number]
Submitted Date: [Submission Date]
Status: [Approved/Pending/Rejected]

If the invoice is approved, it will be processed for payment within [Payment Timeline]. If it is pending or rejected, please let us know if you have any questions or require further information.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]