

Invoice Approval Reminder

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Reminder for Invoice Approval - [Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly remind you regarding the pending approval for the invoice submitted by [Subcontractor's Name] dated [Invoice Date] for the amount of [Invoice Amount].

As per our agreement, the approval was expected by [Original Due Date], and I would greatly appreciate your prompt attention to this matter to ensure timely processing of payments. If you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your cooperation!

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]