

Invoice Processing Update

Date: [Insert Date]

To: [Subcontractor Name]

From: [Your Company Name]

Dear [Subcontractor Name],

We hope this message finds you well. We are writing to provide you with an update on the status of your submitted invoice dated [Insert Invoice Date].

Your invoice is currently under review and will be processed by our accounts payable team. We anticipate that payment will be issued by [Insert Payment Date]. If we require any further information or clarification regarding your invoice, we will reach out to you directly.

Thank you for your patience and cooperation in this matter. Should you have any questions or need further assistance, please do not hesitate to contact us.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]