

Invoice Status Check Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of invoice #[Invoice Number] that was submitted on [Submission Date]. As we have not yet received confirmation of payment, I would appreciate any updates you may have regarding its processing.

Please let me know if any additional information is needed from my end to assist in this matter.

Thank you for your attention to this request. I look forward to your prompt reply.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]