

Urgent Follow-Up on Missing Invoice Documents

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice documents that were due on [Due Date]. As of today, we have not yet received them, and this has caused some concern regarding our accounts.

Could you please confirm the status of the missing invoice documents? It is crucial that we receive them at your earliest convenience to avoid any disruptions in our ongoing transactions.

Thank you for your immediate attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]