

Invoice Submission Update

Dear [Recipient's Name],

I hope this message finds you well. I am writing to update you regarding the submission of our recent invoice, Invoice Number: [Invoice Number], dated [Invoice Date].

Please be informed that we have successfully submitted the invoice and it is now under review. We expect to receive confirmation or any further requests for information by [Expected Response Date].

If you have any questions or require additional details, please do not hesitate to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]