

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice we submitted on [Submission Date] for [Description of Services/Goods]. As of today, we have not yet received confirmation of its processing.

We understand that delays can occur, but we would appreciate an update on the status of the invoice. If there are any issues or further information required, please let us know so we can address them promptly.

Thank you for your attention to this matter. We look forward to your swift response.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]