

Subject: Follow-up on Invoice Inquiry - Invoice #12345

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on my previous inquiry regarding Invoice #12345, originally sent on [Date].

We have not yet received a response and would appreciate any updates regarding the status of this invoice. If there are any issues or further information required from our side, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]