

Dear [Recipient's Name],

We hope this message finds you well. We would like to provide you with an update regarding your invoice inquiry submitted on [Date of Inquiry].

As of today, we are currently reviewing your inquiry and expect to have a resolution by [Expected Resolution Date]. We appreciate your patience and understanding during this process.

Please feel free to reach out if you have any further questions or require additional information.

Thank you for your attention to this matter.

Best regards,
[Your Name]
[Your Position]
[Your Company]
[Contact Information]