

Subject: Follow-Up on Invoice Reissue Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding the request for the reissue of Invoice #[Invoice Number] sent on [Date of Original Request].

As we have not received the updated invoice, I would like to kindly ask if you could provide an update on the status of our request. Timely invoicing is crucial for our financial processes, and your assistance in this matter is greatly appreciated.

If you require any further information to assist with the reissue, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]