

Inquiry on New Invoice Preparation

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the preparation of a new invoice for our recent transaction dated [Date of Transaction].

Could you please provide an update on the status of the invoice? If there are any additional documents or information required from our side, do let me know.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]