

Urgent Invoice Submission Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the urgent submission of the invoice for [specific services/products] provided on [date or period]. Our records indicate that we have yet to receive this invoice, and it is crucial for our accounting processes.

Please send the invoice at your earliest convenience to ensure timely processing and payment. Should you have any questions or require further information, feel free to contact me directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]