

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the status of invoice number [Invoice Number], which was submitted on [Submission Date]. As the due date is approaching, we would like to confirm whether the invoice has been processed and if there are any outstanding issues.

We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]