

Request for Invoice Update

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request an update regarding Invoice Number [Insert Invoice Number], which was issued on [Insert Date of Invoice].

We have not yet received the necessary updates and would appreciate any information you could provide on its current status.

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

Best Regards,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]