

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice [Invoice Number], submitted on [Submission Date], which was due for approval on [Due Date].

As we have not yet received confirmation regarding its approval, I wanted to check in and see if there are any updates or if you require any further information from our side to expedite the process.

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]