

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up regarding Invoice #[Invoice Number], which was submitted on [Submission Date]. As of today, we have not yet received confirmation of its processing.

We understand that delays can happen, and we appreciate your attention to this matter. If there are any issues or additional information needed to expedite the process, please let us know how we can assist.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]