

Final Reminder: Invoice Approval Required

Dear [Recipient's Name],

This is a final reminder regarding the pending approval for Invoice #[Invoice Number] dated [Invoice Date]. The total amount due is [Amount Due].

We kindly ask that you review and approve this invoice at your earliest convenience to avoid any late fees or disruptions in service.

Please let us know if you have any questions or require further information.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]