

Subject: Follow-Up on Invoice Approval - Invoice #12345

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice we submitted on [Invoice Submission Date], with reference number 12345.

We understand that the approval process can take time, but we would appreciate any updates regarding the status of this invoice.

If you need any additional information or documentation to facilitate the approval, please do not hesitate to reach out.

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

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]