

# Invoice Approval Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Invoice Approval Request for Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request your approval for the attached invoice #[Invoice Number], dated [Invoice Date], from [Vendor/Supplier Name]. The total amount due is [Invoice Amount].

This invoice covers [brief description of services or products received]. I have reviewed it and confirm that everything is in accordance with our agreement.

Please let me know if you need any further information or clarification. I would appreciate your approval at your earliest convenience to ensure timely processing of the payment.

Thank you for your attention to this matter.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company]  
[Your Contact Information]