

Invoice Submission for Approval

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

I hope this message finds you well. Please find attached the invoice [Invoice Number] for the services rendered as per our agreement dated [Agreement Date]. The total amount due is [Total Amount] and the payment terms are [Payment Terms].

Kindly review the invoice at your earliest convenience and provide your approval for processing. Should you have any questions or require further information, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]