

Invoice Approval Clarification Letter

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request clarification regarding the approval process for the invoice submitted on [Insert Invoice Date] for [Provide Description of Services/Goods].

As per the agreed terms, I believe the invoice should be approved by [Specify Approval Details], but I have not yet received confirmation on this matter. I would appreciate it if you could provide me with an update on the status of this invoice and any additional information necessary to facilitate its approval.

If there are any issues or further documentation required, please let me know at your earliest convenience so we can resolve it promptly.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]