

Dear [Manager's Name],

I hope this message finds you well. I am writing to bring to your attention an urgent invoice that requires your approval at your earliest convenience.

Invoice Number: [Invoice Number]

Amount: [Invoice Amount]

Due Date: [Due Date]

It is important that we address this promptly to avoid any potential late fees or service disruptions. Attached, you will find the invoice details for your review.

Thank you for your immediate attention to this matter. Please let me know if you have any questions or need further information.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]