

Requesting invoice to process payment

Subject: Request for Invoice to Complete Payment

Dear [Recipient's Name],

We are ready to release the pending payment for the services delivered on [date]. To complete the transaction, we kindly request that you send us the corresponding invoice at your earliest convenience.

Please ensure that the invoice reflects the agreed terms, payment due date, and any applicable tax information. Prompt receipt will allow us to process the payment without delay.

Looking forward to your response.

Regards,

[Your Name]

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