

Dear Partner,

I hope this message finds you well.

We are reaching out in connection with Invoice #[Invoice Number], corresponding to [Vendor Name], in the amount of \$[Amount]. In order to proceed, we kindly request a detailed agent breakdown, including:

Agent Name

Location

Amount

At this time, we are unable to move forward without this information. Your prompt attention to this matter would be greatly appreciated.

Please let us know if you have any questions.

Best regards,