Subject: Urgent: Payment Request Approval

Dear Finance Team,

Please approve the attached payment request for Invoice #INV-2025-001.

Amount: $10,000

Vendor: ABC Pvt Ltd

Due Date: March 25, 2025

Best,

John

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On Wed, Mar 20, 2025, Sarah (Finance) wrote:

> Dear John,

> The payment request has been received. We will process it after manager approval.

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On Wed, Mar 20, 2025, Michael (Manager) wrote:

> Forwarding to the Finance Team for approval.

> Dear Finance Team,

> Please approve the attached payment request for Invoice #INV-2025-001.

> Amount: $10,000

> Vendor: ABC Pvt Ltd

> Due Date: March 25, 2025

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On Tue, Mar 19, 2025, Alex (Finance) wrote:

> Hi Team,

> Forwarding John’s request again for processing.

>

> Dear Finance Team,

> Please approve the attached payment request for Invoice #INV-2025-001.

> Amount: $10,000

> Vendor: ABC Pvt Ltd

> Due Date: March 25, 2025

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On Mon, Mar 18, 2025, John wrote:

> Dear Finance Team,

> Please approve the attached payment request for Invoice #INV-2025-001.

> Amount: $10,000

> Vendor: ABC Pvt Ltd

> Due Date: March 25, 2025