

Invoice Confirmation Reminder

Dear [Recipient's Name],

This is a friendly reminder regarding Invoice #[Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

As of today, we have yet to receive confirmation of this invoice. Please review at your earliest convenience and let us know if you have any questions or require further information.

Thank you for your attention to this matter. We appreciate your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]