

Invoice Delivery Confirmation Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of receipt for the invoice that was sent to you on [Invoice Date] regarding [Description of Service/Product].

The details of the invoice are as follows:

- Invoice Number: [Invoice Number]
- Amount: \$[Amount]
- Due Date: [Due Date]

Your confirmation will help us ensure that there are no discrepancies, and it will allow us to keep our records up to date.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]