

Acceptance of Invoice Receipt

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to confirm the receipt of your invoice, [Invoice Number], dated [Invoice Date]. We acknowledge that the total amount due is [Total Amount].

We appreciate your prompt submission and will process this invoice accordingly. If there are any discrepancies or issues, we will reach out to you immediately.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]