

Acknowledgment of Invoice

Date: [Date]

To: [Supplier's Name]

[Supplier's Address]

Dear [Supplier's Name],

We hereby acknowledge the receipt of your invoice #[Invoice Number] dated [Invoice Date].
The total amount due is [Total Amount].

We appreciate your prompt service and will process this invoice for payment as per our agreed terms.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]