

# Formal Acknowledgment of Invoice Receipt

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email Address]

Phone: [Your Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are writing to formally acknowledge the receipt of your invoice #[Invoice Number] dated [Invoice Date].

Your invoice has been received and will be processed accordingly. We appreciate your promptness and look forward to maintaining our business relationship.

If you have any questions or require further information, please feel free to contact us.

Thank you.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]