

# Receipt Acknowledgment for Invoice Submission

Date: [Insert Date]

To: [Vendor's Name]

From: [Your Company's Name]

Subject: Receipt Acknowledgment of Invoice #[Invoice Number]

Dear [Vendor's Name],

We acknowledge the receipt of your invoice #[Invoice Number] submitted on [Invoice Submission Date]. The invoice amounts to [Invoice Amount] and pertains to [Description of Goods/Services].

Your invoice is currently under review, and we will process it for payment as per our payment terms.

Thank you for your prompt submission. If you have any questions, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company's Name]

[Your Contact Information]