

Invoice Validation Confirmation

Date: [Insert Date]

To: [Supplier's Name]

[Supplier's Address]

[Supplier's City, State, Zip Code]

Dear [Supplier's Contact Name],

We are writing to confirm that we have received your invoice numbered [Invoice Number] dated [Invoice Date]. The invoice has been reviewed and is currently under validation.

Please allow us [insert number of days] days for processing. Should we require any further information or clarification during this process, we will reach out to you directly.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Company Address]

[Your City, State, Zip Code]

[Your Email]

[Your Phone Number]