

# Invoice Settlement Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to confirm the settlement of Invoice #[Invoice Number], dated [Invoice Date], for the amount of [Invoice Amount]. We have received your payment of [Payment Amount] on [Payment Date].

Thank you for your prompt payment. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]