

Confirmation Request for Invoice Particulars

Date: [Insert Date]

[Recipient Name]

[Recipient Title]

[Company Name]

[Company Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request confirmation of the particulars for invoice #[Invoice Number] dated [Invoice Date]. For our records, we would like to verify the following details:

- Invoice Amount: [Invoice Amount]
- Payment Due Date: [Due Date]
- Billing Address: [Billing Address]

Please confirm that the above details are correct or provide any necessary corrections at your earliest convenience. Your prompt response will be greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]