

Dear [Recipient's Name],

I hope this message finds you well. I am writing to follow up on the invoice [Invoice Number] dated [Invoice Date], which was sent to you on [Date Sent]. We would like to confirm that the details provided are accurate and meet your records.

If you have any questions or need further clarification regarding the charges, please feel free to reach out at your earliest convenience. Your prompt attention to this matter will be greatly appreciated.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]