

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request confirmation of the invoice dated [Invoice Date] with the invoice number [Invoice Number].

We would appreciate it if you could confirm the receipt of the invoice and let us know if there are any discrepancies or further information needed.

Thank you for your attention to this matter. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]