

Invoice Confirmation Letter

Date: [Insert Date]

[Your Company Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Confirmation of Updated Invoice Totals

Dear [Recipient's Name],

We hope this message finds you well. We are writing to confirm the updated totals for the invoice related to [Brief Description of Services or Products].

Please find the updated invoice details below:

- Invoice Number: [Insert Invoice Number]
- Original Total: [Insert Original Total]
- Updated Total: [Insert Updated Total]

We kindly ask you to process the payment based on the updated total at your earliest convenience. Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]