

# Acknowledgment of Invoice Query

Dear [Recipient's Name],

Thank you for your inquiry regarding invoice number [Invoice Number] dated [Invoice Date]. We acknowledge receipt of your query and appreciate your prompt communication.

Rest assured, our team is currently reviewing the details you provided and will get back to you by [Response Date]. If you have any further questions in the meantime, please do not hesitate to reach out.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]