

Invoice Acknowledgment

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Acknowledgment of Invoice Agreement

Dear [Recipient Name],

We would like to acknowledge receipt of your invoice dated [Invoice Date] with the total amount of [Invoice Amount]. We appreciate your promptness and diligence in sending this invoice.

As per our prior agreement, we confirm that the details and terms outlined in your invoice are in accordance with our understanding. We will process the payment as per the agreed schedule.

Thank you for your continued partnership. Should you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]