

Invoice Confirmation Letter

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This letter is to confirm the terms of the past invoice #[Invoice Number] dated [Invoice Date]. The terms as agreed upon are as follows:

- Invoice Amount: \$[Amount]
- Payment Due Date: [Due Date]
- Payment Method: [Payment Method]
- Late Fees: [Late Fee Terms]

Please let us know if you have any questions or require further information regarding this invoice. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]