

Invoice Consensus Documentation

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Consensus on Past Invoice #[Invoice Number]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to confirm our agreement regarding Invoice #[Invoice Number] dated [Invoice Date]. After reviewing the details, we have reached a consensus on the following points:

- Amount Due: \$[Amount]
- Payment Terms: [Terms]
- Due Date: [Due Date]

We appreciate your understanding and cooperation in this matter. Please let me know if there are any further questions or clarifications needed.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Contact Information]