

Invoice Confirmation

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

[City, State, Zip Code]

Dear [Vendor Contact Name],

We are writing to confirm the receipt of your invoice dated [Invoice Date], with invoice number [Invoice Number] for the amount of [Invoice Amount].

Your invoice is currently under processing and will be paid according to our payment terms. Please allow [insert number of days] for the funds to be transferred to your account.

If you have any questions regarding your invoice, feel free to reach out to us at [Your Phone Number] or [Your Email Address].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]