

Subcontractor Invoice Acceptance Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Subcontractor Name]

[Subcontractor Address]

[City, State, Zip Code]

Dear [Subcontractor Name],

We are writing to formally inform you that we have received and accepted your invoice #[Invoice Number] dated [Invoice Date].

The total amount due as per the invoice is [Total Amount]. We appreciate your prompt submission and the services provided during this period.

Payment will be processed within [insert payment terms, e.g., 30 days] of this notice.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]