

Invoice Confirmation

Date: [Date]

To: [Recipient Name]

[Company Name]

[Address]

[City, State, Zip]

Dear [Recipient Name],

This letter is to confirm that we have received your outstanding invoice #[Invoice Number] dated [Invoice Date] for the amount of [Invoice Amount].

We appreciate your promptness in sending this invoice and would like to reassure you that it is currently under review. We are committed to processing this payment as soon as possible.

If you have any questions or require further information, please do not hesitate to contact us at [Contact Information].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]