

**Date:** [Insert Date]

**From:** [Your Company Name]

**To:** [Vendor's Company Name]

**Subject:** Acknowledgment of Invoice Receipt

Dear [Vendor's Name],

We hereby acknowledge the receipt of your invoice number [Invoice Number] dated [Invoice Date] for the amount of [Invoice Amount].

We have reviewed the invoice and it appears to be in order. Our accounts department will process the payment as per the agreed terms.

Thank you for your services. Should you have any questions, please feel free to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]