

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

We hereby acknowledge the receipt of your invoice #[Invoice Number] dated [Invoice Date], which was submitted on [Submission Date]. The total amount of the invoice is [Invoice Amount].

Thank you for your prompt submission. We will review the invoice and process it for payment within our standard processing time. If there are any discrepancies or additional information needed, we will reach out to you shortly.

If you have any questions, please feel free to contact us at [Contact Information].

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]