

Confirmation of Invoice Receipt

Date: [Insert Date]

From: [Your Name]

[Your Position]

[Your Company]

[Your Address]

[Your Email]

[Your Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

I am writing to confirm the receipt of your invoice dated [Invoice Date], with invoice number [Invoice Number]. We acknowledge that the total amount due is [Invoice Amount].

Please be assured that we are currently processing your invoice, and you can expect payment to be made by [Payment Due Date].

Thank you for your promptness in sending the invoice. If you have any questions or require further information, please feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Your Company]