

# Invoice Acknowledgment Notification

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Address]

[City, State, ZIP Code]

Dear [Recipient's Name],

We would like to acknowledge the receipt of your invoice #[Invoice Number], dated [Invoice Date]. We appreciate your prompt submission and would like to confirm that the invoice is currently under review.

Please allow us [insert number of days] days to process your invoice. If any additional information is required, we will reach out to you promptly.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Contact Information]