

Invoice Confirmation Notification

Dear [Recipient's Name],

This letter is to confirm that we have received your notification regarding the outstanding invoice [Invoice Number] dated [Invoice Date]. As of today, the total amount pending is [Amount].

Please let us know if there are any discrepancies or if you require any further information. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]