

# Invoice Delivery Acknowledgment Receipt

Date: [Insert Date]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

This letter serves as a formal acknowledgment of the receipt of the invoice listed below:

Invoice Number	Invoice Date	Amount Due
[Invoice Number]	[Invoice Date]	[Amount Due]

We confirm that we received the invoice on [Insert Receipt Date] and have reviewed its contents.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your prompt service.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]