Invoice Delivery Validation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We would like to confirm the delivery of the following invoice:

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

Please validate the receipt of this invoice and acknowledge by replying to this letter or contacting us at [Your Contact Information].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]