

Invoice Receipt Verification

Date: **[Date]**

To: **[Recipient's Name]**

Company: **[Recipient's Company]**

Address: **[Recipient's Address]**

Dear [Recipient's Name],

We are writing to confirm the receipt of the invoice listed below:

Invoice Number	[Invoice Number]
Invoice Date	[Invoice Date]
Total Amount	[Total Amount]

If the details are correct, please reply to this email with confirmation. If there are any discrepancies, do not hesitate to contact us immediately.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]