

Invoice Acknowledgment

Date: **[Date]**

To:

[Recipient Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

[City, State, Zip Code]

Dear **[Recipient Name]**,

We are writing to acknowledge receipt of your invoice **[Invoice Number]** dated **[Invoice Date]** for the amount of **[Invoice Amount]**.

We appreciate your promptness in submitting this invoice and we will process it for payment. If you have any questions or need further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address Line 1]

[Your Company Address Line 2]

[City, State, Zip Code]