

Invoice Receipt Confirmation

Date: [Insert Date]

To: [Recipient Name]

[Recipient Address]

Dear [Recipient Name],

We would like to confirm the receipt of your invoice, numbered [Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

Thank you for your prompt submission. If you have any questions, please feel free to reach out to us.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]