

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Subject: Invoice Submission Verification

Dear [Client's Contact Name],

We are writing to confirm the submission of our invoice #[Invoice Number] dated [Invoice Date] for the services rendered. Please review the details below:

Invoice Amount: [Invoice Amount]

Due Date: [Due Date]

Description: [Brief Description of Services]

We kindly ask you to verify receipt of this invoice and inform us of its approval status. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]