

# Invoice Payment Verbal Confirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

This is to confirm our recent conversation regarding the payment for Invoice #[Invoice Number], dated [Invoice Date]. As per our discussion, we have received your verbal confirmation that the payment of [Amount] will be processed by [Payment Date].

Please let us know if you require any further information or if there's anything else we can assist you with.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]