

Invoice Acknowledgment

Date: [Insert Date]

From: [Your Company Name]

To: [Recipient Name]

Address: [Recipient Address]

Dear [Recipient Name],

We would like to acknowledge the receipt of your inquiry regarding invoice number [Insert Invoice Number] dated [Insert Invoice Date]. We appreciate your diligence in reviewing the invoice.

We are currently investigating your questions and will respond to you by [Insert Response Deadline]. In the meantime, if you require further clarification, please do not hesitate to reach out.

Thank you for your understanding and patience.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]