

Invoice Inquiry Confirmation

Dear [Recipient's Name],

We would like to confirm that we have received your inquiry regarding invoice #[Invoice Number] dated [Invoice Date]. Our team is currently reviewing your request and will respond shortly.

Thank you for reaching out to us. If you have any additional questions in the meantime, please feel free to contact us.

Best regards,
[Your Name]
[Your Position]
[Your Company Name]
[Your Contact Information]