

Invoice Acknowledgement

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Subject: Acknowledgement of Invoice #[Invoice Number]

Dear [Client's Name],

We hereby acknowledge the receipt of your invoice #[Invoice Number] dated [Invoice Date] for the total amount of [Total Amount]. We appreciate your promptness in submitting this invoice.

Payment Schedule

Payment Due Date	Amount Due	Status
[Due Date 1]	[Amount 1]	Pending
[Due Date 2]	[Amount 2]	Pending
[Due Date 3]	[Amount 3]	Pending

If you have any questions regarding the invoice or the payment schedule, please do not hesitate to contact us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]