

Confirmation of New Invoice Request

Dear [Recipient's Name],

We are writing to confirm that we have received your request for a new invoice dated [Request Date]. Our team is currently processing your request and will provide you with the updated invoice shortly.

Invoice Details:

- Invoice Number: [Invoice Number]
- Amount Due: [Amount]
- Due Date: [Due Date]

Thank you for your attention. If you have any questions or need further assistance, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]