

Invoice Confirmation Request for Tax Documents

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation regarding the invoices issued to [Your Company/Organization Name] for the past fiscal year.

For our tax records, we need to ensure that we have accurate documentation. Please confirm the following invoices:

- Invoice Number: [Invoice Number 1] - Date: [Date]
- Invoice Number: [Invoice Number 2] - Date: [Date]
- Invoice Number: [Invoice Number 3] - Date: [Date]

We would appreciate it if you could provide the confirmation by [Specify Deadline].

Thank you for your attention to this matter. If you have any questions or need further information, please do not hesitate to contact me.

Best regards,

[Your Name]

[Your Position]

[Your Company/Organization Name]

[Your Contact Information]