

# Invoice Verification Request

Date: [Insert Date]

To: [Recipient's Name/Department]

From: [Your Name]

Subject: Request for Invoice Verification

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request verification of an invoice related to an expense report submitted on [insert submission date]. The details of the invoice are as follows:

<b>Invoice Number</b>	<b>Vendor Name</b>	<b>Amount</b>	<b>Due Date</b>
[Insert Invoice Number]	[Insert Vendor Name]	[Insert Amount]	[Insert Due Date]

Could you please confirm the validity of this invoice at your earliest convenience? If you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]