

Invoice Submission Confirmation Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request confirmation of the receipt of the invoice submitted on [Invoice Submission Date]. The details of the invoice are as follows:

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

Please let me know if you require any further information to process this request or if there are any discrepancies that need to be addressed.

Thank you for your attention to this matter. I look forward to your prompt confirmation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]