

# Invoice Acknowledgment Letter

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to acknowledge receipt of your invoice number [Invoice Number] dated [Invoice Date]. We have reviewed the details and will process it for payment in accordance with our terms.

If you have any questions or need further clarification, please do not hesitate to reach out to us.

Thank you for your promptness in sending this invoice.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]