

# Invoice Confirmation

Date: [Insert Date]

To: [Insert Recipient's Name]

Address: [Insert Recipient's Address]

Subject: Confirmation of Invoice Number [Insert Invoice Number]

Dear [Recipient's Name],

We are writing to confirm the receipt of your invoice number **[Insert Invoice Number]**, dated **[Insert Invoice Date]**. We appreciate your prompt submission and will begin processing it for payment as per the agreed terms.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]