

Request for Invoice Number Confirmation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to kindly request confirmation of the invoice number for our recent transaction dated [Insert Date of Transaction]. The details are as follows:

- Invoice Date: [Insert Invoice Date]
- Invoice Amount: [Insert Invoice Amount]

Could you please verify the invoice number at your earliest convenience? This will assist us in maintaining accurate records and ensure timely processing of payments.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]