

[Your Name]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

**Subject: Validation Request for Invoice #[Invoice Number]**

Dear [Recipient Name],

I hope this message finds you well. I am writing to request validation for invoice number [Invoice Number], dated [Invoice Date]. We require this confirmation to proceed with our accounting processes.

Please let us know if there are any discrepancies or if you need further information regarding this invoice.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]