

# Invoice Verification Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, ZIP Code]

Email: [Recipient Email]

Phone: [Recipient Phone]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the verification of an invoice we received from your company on [Insert Invoice Date]. The details of the invoice are as follows:

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

We would like to confirm the accuracy of this invoice and ensure that our records align. Please let us know if you require any additional information from our side to facilitate this verification process.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your City, State, ZIP Code]

Email: [Your Email]

Phone: [Your Phone]