

# Invoice Validation Inquiry

Date: [Insert Date]

To: [Recipient Name]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the validation of invoice #[Invoice Number] dated [Invoice Date]. We would like to confirm that all details in the invoice are accurate and meet the agreed-upon terms.

Please provide us with any additional information or clarification regarding this invoice at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]