

Confirmation of Ongoing Invoice Processing

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company Name]

[Company Address]

Dear [Recipient's Name],

We would like to confirm that your invoice [Invoice Number] dated [Invoice Date] is currently being processed. We appreciate your patience during this time.

If you have any questions or require further information, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]