

# Invoice Assurance Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Assurance of Correct Invoice Information

I am writing to assure you that all information provided in our recent invoice [Invoice Number] dated [Invoice Date] is accurate and up to date. We understand the importance of correct billing and strive to maintain the highest standards in our invoicing procedures.

The details in the invoice are as follows:

- Invoice Amount: [Insert Amount]
- Due Date: [Insert Due Date]
- Description of Services: [Insert Description]

If you have any questions or concerns regarding the invoice, please do not hesitate to contact me directly at [Your Phone Number] or [Your Email Address]. We appreciate your prompt attention to this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]