

Invoice Accuracy Affirmation

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Company Name]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

Dear [Recipient's Name],

This letter serves to affirm the accuracy of the invoice (Invoice Number: [Insert Invoice Number]) dated [Insert Invoice Date], which was issued on [Insert Issuance Date].

Upon reviewing the details outlined in the invoice, we confirm that the charges listed are correct and reflect the services/products provided accurately. The total amount due is [Insert Total Amount Due].

If you have any questions or require further clarification, please feel free to reach out to us at [Your Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Address Line 1]

[Your Address Line 2]

[Your Contact Information]