

Invoice Verification Letter

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company Name]

[Recipient's Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to confirm the correctness of the invoice [Invoice Number], dated [Invoice Date], in the amount of [Invoice Amount].

We have reviewed the attached invoice and ensured that all details comply with our records and agreements. The charges listed are accurate and reflect the services/products provided.

Should you need any further clarification or additional documentation, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]