

Invoice Batch Acknowledgment

Date: [Insert Date]

To: [Vendor Name]

[Vendor Address]

Email: [Vendor Email]

Phone: [Vendor Phone]

Dear [Vendor Name],

We would like to acknowledge the receipt of your invoice batch submitted on [Insert Submission Date]. The details are as follows:

Invoice Number	Amount	Date of Service
[Invoice Number 1]	[Amount 1]	[Date of Service 1]
[Invoice Number 2]	[Amount 2]	[Date of Service 2]

We appreciate your prompt submission of these documents. Please allow us [insert processing time] to review and process the invoices. Should you have any questions, do not hesitate to reach out.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

Email: [Your Email]

Phone: [Your Phone]