Invoice Batch Confirmation

Date: [Insert Date]

To: [Client Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

We are pleased to confirm the batch of invoices for services rendered during the period of [Insert Service Period] has been processed.

Invoice Details:

Invoice Number	Date Issued	Amount
[Invoice #1]	[Date]	[Amount]
[Invoice #2]	[Date]	[Amount]

Total Amount Due: [Total Amount]

Thank you for your prompt attention to this matter. If you have any questions or require further information, please do not hesitate to contact us.

Sincerely,

[Your Name]
[Your Position]
[Company Name]
[Contact Information]