

The **sample business letter for acknowledgment of receipt of invoice** serves as a formal confirmation that an invoice has been received by the recipient. This letter typically includes details such as the invoice number, date received, and a statement verifying the accuracy of the billing information. It is an important document in maintaining clear communication between businesses, ensuring transparency in financial transactions, and facilitating prompt payment processing. Using such a letter helps build trust and professionalism in business relationships.

Sample Business Letter for Acknowledgment of Receipt of Invoice

[Your Company Letterhead]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Acknowledgment of Receipt of Invoice #[Invoice Number]

Dear [Recipient Name],

This letter is to formally acknowledge receipt of your invoice #[Invoice Number], dated [Invoice Date], which we received on [Date Received]. We have reviewed the invoice and wish to confirm that all details appear to be correct.

Your invoice is now being processed for payment as per our usual terms and schedule. Should we require any further information or clarification, we will contact you promptly.

Thank you for your timely submission. Please feel free to reach out if you have any further questions regarding this invoice or payment status.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]