

A letter of acknowledgement with business invoice sample serves as a formal document that confirms receipt of goods or services along with the corresponding invoice. This letter typically outlines the details of the transaction, including the products or services provided, quantities, prices, and payment terms. It acts as an official recognition by the recipient that the invoice has been received and is under review or will be processed for payment, ensuring clear communication and verification between businesses to maintain transparent and efficient financial transactions.

Sample Letter of Acknowledgement with Business Invoice

[Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Address]

[City, State, ZIP Code]

Subject: Acknowledgement of Invoice Receipt

Dear [Recipient Name],

We hereby acknowledge the receipt of your invoice [Invoice Number] dated [Invoice Date], in the amount of [Invoice Amount] for the following goods/services provided:

Product/Service	Quantity	Unit Price	Total
[Item 1]	[Qty]	[Unit Price]	[Total]
[Item 2]	[Qty]	[Unit Price]	[Total]
Grand Total		[Grand Total]	

This invoice is currently under review and will be processed for payment according to our standard payment terms of [Payment Terms, e.g., 30 days from receipt].

Should we require any further information or clarification regarding the invoice or the goods/services provided, we will contact you directly.

Thank you for your prompt service and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]