

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Invoice Submission Acknowledgment

We acknowledge receipt of your invoice [Invoice Number] dated [Invoice Date]. We have reviewed the document and it is currently under processing.

If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your submission.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Phone Number]

[Your Email Address]