

Invoice Cancellation Letter

Dear [Recipient],

I am writing to request the cancellation of invoice number [Invoice Number] that was issued on [Date]. Unfortunately, due to unforeseen circumstances, I am unable to proceed with the payment of this invoice.

I apologize for any inconvenience this may cause and assure you that this is an isolated incident. I value our business relationship and hope that we can continue to work together in the future.

Please confirm that the invoice has been cancelled and that there will be no further action required on my part.

Thank you for your understanding.

Sincerely,

[Your Name]