

Formal request to cancel an invoice

Subject: Request for Invoice Cancellation

Dear [Recipient's Name],

I am writing to formally request the cancellation of Invoice #[Invoice Number], dated [Date], which was issued by your office. Upon reviewing our records, we identified that this invoice was generated in error and does not reflect the correct transaction details.

Kindly proceed with canceling this invoice in your system and provide a confirmation of cancellation for our records. If necessary, please issue a revised invoice reflecting the accurate details.

Thank you for your prompt attention to this matter. Please let me know if any further information or documentation is required.

Sincerely,

[Your Name]

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