

Friendly tone email for invoice cancellation

Subject: Cancel Invoice #[Invoice Number]

Hi [Recipient's Name],

I just noticed that Invoice #[Invoice Number] sent on [Date] isn't accurate. Could you please cancel it for me? I'll share the correct details so you can issue the updated invoice.

Thanks a lot for helping me sort this out quickly. Appreciate your cooperation!

Best,

[Your Name]

Get more templates here: <https://www.lettersandtemplates.com/letters/invoice-cancellation-letter>