

Tentative cancellation request for invoice

Subject: Preliminary Cancellation of Invoice #[Invoice Number]

Dear [Recipient's Name],

I would like to inform you that we may need to cancel Invoice #[Invoice Number] dated [Date]. We are currently reviewing the transaction details, and it seems that the invoice may have been generated incorrectly.

This is an initial notification to avoid further processing of this invoice until the matter is clarified. I will confirm shortly whether cancellation is indeed required.

Thank you for holding off any further action until my confirmation.

Regards,

[Your Name]

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