

Serious and urgent request for cancellation

Subject: Immediate Cancellation Required " Invoice #[Invoice Number]

Dear [Recipient's Name],

This is to urgently request the immediate cancellation of Invoice #[Invoice Number], dated [Date].

The invoice was issued incorrectly, and proceeding with payment could result in accounting discrepancies.

Please confirm the cancellation at your earliest convenience and provide written acknowledgment of the same. Should a revised invoice be necessary, I will provide corrected details immediately.

Thank you for treating this request with urgency.

Sincerely,

[Your Name]

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