

Cancellation because invoice was duplicated

Subject: Cancellation of Duplicate Invoice #[Invoice Number]

Dear [Recipient's Name],

We have discovered that Invoice #[Invoice Number], dated [Date], is a duplicate of Invoice #[Original Invoice Number]. As a result, we kindly request that you cancel this duplicate entry to avoid confusion and prevent duplicate payments.

Please update your records accordingly and confirm once the cancellation has been processed.

Thank you for your assistance.

Best regards,

[Your Name]

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