

Invoice cancellation due to refund issuance

Subject: Cancellation of Invoice #[Invoice Number] Following Refund

Dear [Recipient's Name],

Please cancel Invoice #[Invoice Number], dated [Date], as the associated order has been refunded in full. Since the transaction has been reversed, the invoice is no longer valid.

We request confirmation of the cancellation for our accounting records. Kindly let us know if additional details are required.

Thank you for your cooperation.

Sincerely,

[Your Name]

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