

Strictly official invoice cancellation letter

Subject: Official Request for Invoice Cancellation

Dear [Recipient's Name],

This letter serves as an official request to cancel Invoice #[Invoice Number], issued on [Date]. The invoice was generated erroneously and does not reflect the authorized financial transaction between our organizations.

Please cancel this invoice immediately and issue a written acknowledgment of the cancellation for legal and audit purposes. If a corrected invoice is required, kindly coordinate with us at the earliest.

We appreciate your cooperation in maintaining accurate records.

Respectfully,

[Your Name]

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