

Dear [Vendor Name],

With reference to invoice number [12345] that we received from you on [some date], we would like to inform you that the invoice will not be processed due to [rejection reason].

We kindly ask you to rectify the mistakes outlined above and revert back to us with the amended version.

Best Regards

Get more templates here:

<https://www.lettersandtemplates.com/letters/invoice-rejection-letter-sample>