

Professional Invoice Rejection Letter

Subject: Rejection of Invoice # [Invoice Number]

Dear [Vendor Name],

We have reviewed your submitted invoice # [Invoice Number] dated [Invoice Date] for [Product/Service].

Unfortunately, we are unable to process this invoice due to [Reason for Rejection “ e.g., incorrect amount, missing details, service not rendered]. Kindly review the invoice and submit a corrected version.

Please contact our accounts department for any clarification regarding the discrepancies.

Sincerely,

[Your Name]

[Position]

[Company Name]

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