

Provisional Invoice Rejection Letter

Subject: Temporary Rejection of Invoice # [Invoice Number]

Dear [Vendor Name],

Upon preliminary review, your invoice # [Invoice Number] dated [Invoice Date] cannot be approved.

This is due to [Provisional Reason].

Once the discrepancies are addressed, we will reassess and process your invoice. Kindly make necessary revisions and resend.

Regards,

[Your Name]

[Position]

[Company Name]

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