## **Creative Tone Invoice Rejection Email**

Subject: Oops! Invoice # [Invoice Number] Needs Revision

Hi [Vendor Name],

We spotted a hiccup with your invoice # [Invoice Number] and can't process it yet. The glitch is

[Reason].

Please tweak the details and shoot it back over. Happy to clarify if anything is unclear!

Cheers,

[Your Name]

## Get more templates here:

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