

[Your Company Letterhead]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Subject: Invoice Cancellation Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the cancellation of Invoice #[Invoice Number], dated [Invoice Date], issued to [Recipient Company Name].

The reason for the cancellation is [reason for cancellation, e.g., billing error, service not provided, etc.].

Please confirm the cancellation of this invoice at your earliest convenience. Should you have any questions or require further information, feel free to reach out to me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]