

**Invoice Cancellation Letter**

**John Smith**123 Maple Street
Springfield, IL 62701
john.smith@example.com
(555) 123-4567
August 7, 2024

**Jane Doe**Accounts Receivable Manager
XYZ Corporation
456 Oak Avenue
Springfield, IL 62702

Dear Jane Doe,

**Subject: Invoice Cancellation Request – INV-12345**

I hope this letter finds you well. I am writing to formally request the cancellation of the invoice referenced below:

* **Invoice Number:** INV-12345
* **Invoice Date:** July 15, 2024
* **Amount:** $1,500.00

The reason for this cancellation is that it is a duplicate invoice. The original invoice, INV-12344, was issued and paid on July 14, 2024.

I kindly request that you confirm the cancellation of this invoice and update your records accordingly. Please send a confirmation of this cancellation at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions or require additional information, please do not hesitate to contact me at (555) 123-4567 or john.smith@example.com.

Sincerely,

**John Smith**Financial Manager
ABC Enterprises