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# 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.

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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](mailto:john.smith@example.com).

Sincerely,

**John Smith**

Financial Manager

ABC Enterprises