

Invoice Dismissal Notification

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Email: [Recipient's Email]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that the invoice #[Invoice Number] dated [Invoice Date] has been dismissed due to [reason for dismissal].

We appreciate your understanding in this matter and apologize for any inconvenience this may have caused. If you have any questions or require further clarification, please do not hesitate to reach out to us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]