

# Invoice Revocation Notice

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

To:

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Subject: Notice of Invoice Revocation

Dear [Recipient's Name],

This letter is to formally notify you that Invoice #[Invoice Number], originally issued on [Invoice Date], is hereby revoked.

The reason for this revocation is [reason for revocation, e.g., clerical error, correction of billing amount].

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. Should you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]