

# Invoice Termination Notification

Date: [Insert Date]

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

[Recipient Name]  
[Recipient Company Name]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

This letter is to formally notify you that we are terminating the invoice dated [Insert Invoice Date] with invoice number [Insert Invoice Number]. The reason for this termination is [Insert Reason].

We kindly request that you settle any outstanding amounts by [Insert Deadline]. If you have any questions or concerns regarding this matter, please feel free to contact us at your earliest convenience.

Thank you for your understanding.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Company Name]