

# Invoice Withdrawal Notification

Dear [Recipient Name],

We hope this message finds you well. We are writing to inform you that we have decided to withdraw Invoice #[Invoice Number] dated [Invoice Date]. This decision has been made due to [reason for withdrawal, e.g., discrepancies in billing, cancellation of services, etc.].

Please disregard any previous correspondence regarding this invoice. If you have any questions or require further clarification, do not hesitate to contact us at [Your Contact Information].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]