

# Cancellation Notice

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you that we are cancelling the invoice number [Insert Invoice Number] issued on [Insert Invoice Date], as it was determined to be erroneous. The details pertaining to the errors found are as follows:

- Error 1: [Description]
- Error 2: [Description]

We kindly ask that you disregard this invoice and confirm the cancellation in writing. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your attention to this issue.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]