

# Notification of Duplicate Invoice Removal

Date: [Insert Date]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that during our recent review of our records, we identified a duplicate invoice issued for [Invoice Number or Description] dated [Invoice Date].

To maintain accurate financial records, we have removed the duplicate invoice from our system. The original invoice remains valid and should be used for any necessary transactions.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]  
[Contact Information]