

Request for Rectification of Duplicate Invoice

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

Date: [Insert Date]

To:
[Recipient's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to bring to your attention an issue regarding a duplicate invoice that was issued to me on [Invoice Date] with the reference number [Invoice Number].

Upon reviewing my records, I have noticed that there is a duplicate entry for this invoice, which is causing confusion in my accounting department. I kindly request that you rectify this matter by removing the duplicate invoice from your records.

If you require any further information to assist in rectifying this issue, please do not hesitate to contact me at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,
[Your Name]