19-04-20XX

Anderson

M-43, Eden Villas, Michigan

Subject: Invoice cancellation letter

Dear Johnson,

I want to draw your attention to a serious issue through this letter. I forward my request to cancel the invoice slip which was forwarded to me by your company. I have been purchasing from your store since 2010 but after I came shopping for your store last time, I found there is something wrong with the invoice. I received your invoice number A6C3 yesterday. It was generated on 15-04-20XX. I noticed that quantity of various items was not matching with prices.

On 15-04-20XX, I purchased 6 curtains from your store through a credit card. Yesterday, on receiving the invoice, I noticed that you have charged me for 7 curtains instead of 6. To err is human. This particular invoice has been produced as a result of human error. Somehow, it has to be canceled owing to the mistake I just mentioned. It will be your greatness if you cancel this invoice and replace it with a new and corrected one.

I hope you will entertain my request and cancel the wrong invoice.

Regards,

Anderson.