[Letter Date]  
[Company Owner Name]  
[Company Name]  
[Company Address]

To,

[Company Owner Name]  
[Company Name]  
[Company Address]

Subject: Invoice Cancellation Request Letter to [Company Name]

Dear [Company Owner],

I am writing you this letter to draw your attention towards an error in the invoice [invoice number], therefore, I request you to cancel this invoice and issue a new one, with rectification. I have been a loyal customer to your store and have been a regular buyer. Unfortunately, this time my invoice [invoice number], generated on [date of invoice], had certain errors regarding the number of items purchased.

On [date of purchase], I purchased 8 cushions of sizes 9”-5”, having a total price of $600/- which was due to be paid in 7 days. Unfortunately, the invoice I received today, record 10 cushions, having a price of $850/-. I understand that a human error may have caused the misinformation in the invoice, you can check your inventory and bills for further records. Therefore, I would humbly request you to cancel this invoice and issue an accurate one with the said rectification.

I shall await your response and rectified invoice.

Regards,

[Customer Name]  
[Customer Address]