

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title/Position]

[Recipient Company Name]

[Recipient Address Line 1]

[Recipient Address Line 2]

Dear [Recipient Name],

We are writing to sincerely apologize for sending you a duplicate invoice [Invoice Number] dated [Invoice Date]. This was an unintentional oversight on our part, and we understand that it may have caused confusion or inconvenience.

Please be assured that no additional payment is required for this invoice. Kindly disregard the duplicate document. If you have already processed payment for the original invoice, no further action is needed on your end.

We value your partnership and are committed to maintaining a high standard of professionalism and clear communication. Should you have any questions or require further clarification regarding this matter, please do not hesitate to contact me directly at [Phone Number] or [Email Address].

Once again, we apologize for any inconvenience this may have caused, and we appreciate your understanding.

Thank you for your continued business.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Company Name]

[Contact Information]