

## Sample Adjustment Letter for Duplicate Invoice

[Your Name]  
[Your Position]  
[Company Name]  
[Company Address]  
[City, State ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company Name]  
[Recipient Company Address]  
[City, State ZIP Code]

Subject: Adjustment Concerning Duplicate Invoice

Dear [Recipient Name],

We hope this letter finds you well. We are writing to inform you regarding Invoice Number [Original Invoice Number], dated [Original Invoice Date], and Invoice Number [Duplicate Invoice Number], dated [Duplicate Invoice Date]. Upon review, we have identified that these invoices were inadvertently issued for the same transaction.

We sincerely apologize for any confusion or inconvenience this may have caused. To correct this error, we have voided the duplicate invoice ([Duplicate Invoice Number]) in our records. Kindly disregard and do not process this particular invoice. Please update your records to reflect this adjustment.

We value your cooperation and strive to maintain accurate and transparent financial documentation. Should you have any questions or require further clarification, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and prompt attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Company Name]