Formal Invoice Rejection Letter

Subject: Rejection of Invoice for [Product/Service]

Dear [Vendor Name],

This letter is to formally notify you that invoice # [Invoice Number] dated [Invoice Date] has been rejected. The primary reason for rejection is [Detailed Reason].

We request that you review the invoice, make necessary corrections, and resubmit. Please contact [Accounts Department Contact] if you require guidance on the amendments.

Sincerely,

[Your Name]

[Position]

[Company Name]