

Sample company Ltd. · Sample street 1 · 12345 Sample town

Customer's name
Customer's street 1
12345 Customer's location

Sample company Ltd.
Sample Street 1
12345 Sample town

Tel: +49 (0)1234 123456
Fax: +49 (0)1234 123456
info@samplecompany.com
www.samplecompany.com

Cancellation Invoice No. [Invoice No.] Date [Date] Customer Number [Customer Number]

Dear [name of customer],
 In accordance with our agreement, we will credit you with the following amount from the invoice [invoice number] dated [invoice date]:

Pos.	Beschreibung	Menge	Einzelpreis	Gesamtpreis
1	Shipment of Goods 1	5 pallets	-1,000.00 €	-5,000.00 €
2	Shipment of Goods 2	10 boxes	-600.00 €	-6,000.00 €
			Net total	-11,000.00 €
			plus VAT. 19%	-2,090.00 €
			Total	-13,090.00 €

Please do not hesitate to contact us in the event of any queries.

Yours sincerely,
 [Name of sender] [Role in the company]
 [Contact information: email, telephone number]