Your name

Address line 1

Address line 2

Address line 3

Company X

Adress line 1

Address line 2

Address line 3 Date: …

Reference: (Your reference:…/ telephone line:…) (insert the company’s reference and your telephone line)

Dear Sir or Madam,

the claim against me is unfounded.

Therefore, I request to immediately refrain from sending demands and reminders and to cancel the invoice.

Please send me a written confirmation of the write-off by xx.xx.xxxx (insert date).

As the claim is unjustified, further letters from your company will be unsuccesful.

Sincerely,

Max Muster