

Order Cancellation Letter

Subject: Cancellation of Purchase Order [Order Number]

Dear [Supplier's Name],

This letter serves as formal notice to cancel Purchase Order [order number] placed on [order date] for [products/services]. Unfortunately, due to [reason] delayed delivery, change in requirements, financial considerations], we will no longer be proceeding with this order.

Please acknowledge receipt of this cancellation and confirm that no further payments or deliveries will be made related to this transaction. If there are any charges or conditions associated with the cancellation, kindly inform us immediately.

We appreciate your cooperation and hope to maintain a good business relationship in the future.

Best regards,

[Your Name]

[Your Company Name]

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