## Conditional cancellation letter awaiting approval

Subject:	Request to	Cancel C	Order [O	der Num	ber]
Dear [	Supplier Na	me],			

I would like to request a provisional cancellation of my order [Order Number].

Please hold the shipment while I confirm final details. I will notify you within [timeframe] regarding the final status of this order.

Thank you for your cooperation.

Regards,

[Your Name]

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