Purchase Order Cancellation Letter

Dear [Supplier],

I am writing to inform you that we must cancel our purchase order [PO number] dated [date] for the following items [list items].

Unfortunately, due to unforeseen circumstances, we are no longer able to proceed with this purchase at this time. We apologize for any inconvenience this may cause and we hope to work with you again in the future.

Please confirm receipt of this cancellation notice and that you will not ship the items listed on the purchase order. Additionally, please confirm that any payments made towards this purchase order will be refunded promptly.

Thank you for your understanding and cooperation in this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]