Immediate digital cancellation

Subject: Urgent Cancellation of PO [PO Number]

Hi [Supplier Name],

I am writing to urgently cancel Purchase Order [PO Number] placed on [Date] due to unexpected changes in our requirements. Please confirm receipt of this email and the cancellation.

We apologize for any inconvenience and hope to work together on future orders.

Best regards,

[Your Name]

Get more templates here:

https://www.lettersandtemplates.com/letters/purchase-order-cancellation-letter