

Vendor Cancellation Letter

Dear [Vendor Name],

I regret to inform you that we have to cancel our upcoming [product/service] order with your company. This decision was not made lightly, and we understand that it may cause inconvenience on your end.

Due to unforeseen circumstances, we have had to revise our budget and restructure our business plan. As a result, we are unable to proceed with the purchase at this time.

We appreciate the time and effort that you have put into preparing for this order and apologize for any inconvenience this may have caused your business. We understand the importance of a strong business relationship and hope that this cancellation does not affect our future collaboration.

If there are any costs incurred by your company due to this cancellation, please let us know so we can make arrangements to compensate you accordingly.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]