

Shipping Order Cancellation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Dear [Recipient Name],

We regret to inform you that we need to cancel the shipping order #[Order Number] placed on [Order Date]. Due to [reason for cancellation], we are unable to fulfill this order as originally intended.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding in this matter. If you have any questions or require further assistance, please feel free to contact us at [Your Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]