

# Order Cancellation Confirmation

Dear [Supplier Name],

This letter serves to confirm the cancellation of our recent order with order number [**Order Number**] placed on [**Order Date**]. We kindly ask you to cease any further processing of this order.

We appreciate your understanding in this matter. If you have any questions or require further information, please do not hesitate to contact us.

Thank you for your attention to this cancellation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]