

Supplier Order Rescind Notice

From: [Your Company Name]

To: [Supplier's Name]

Date: [Date]

Subject: Rescind Notice for Order #[Order Number]

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally rescind our purchase order #[Order Number] originally placed on [Order Date]. After careful consideration, we have decided to cancel this order due to [reason for rescinding the order, e.g., budgetary constraints, changed business needs, etc.].

We apologize for any inconvenience this may cause and appreciate your understanding in this matter. Please confirm the cancellation of this order at your earliest convenience.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]