

Supplier Order Retraction Notification

Date: [Insert Date]

To: [Supplier's Name]

Company: [Supplier's Company Name]

Address: [Supplier's Address]

Dear [Supplier's Name],

We are writing to formally retract our previous order (Order No: [Order Number]) placed on [Order Date] for [Description of Goods/Services]. After careful consideration, we have decided to cancel this order due to [reason for retraction].

We appreciate your understanding in this matter and apologize for any inconvenience this may cause. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]