

Order Revocation Notification

Dear [Supplier's Name],

We hope this message finds you well. We are writing to formally revoke our order placed on [Order Date], with Order Number [Order Number].

Due to [reason for revocation], we are unable to proceed with this order at this time. We apologize for any inconvenience this may cause and appreciate your understanding in this matter.

Thank you for your attention to this notification. Please confirm the cancellation of the order at your earliest convenience.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]