

# Supplier Order Withdrawal Statement

Date: [Insert Date]

To,

[Supplier Name]

[Supplier Address]

[City, State, Zip Code]

Dear [Supplier Contact Name],

We regret to inform you that we wish to withdraw our order placed on [Order Date] for [List of Items/Services]. The order number is [Order Number].

The decision to withdraw the order was made due to [Reason for Withdrawal].

We appreciate your understanding and cooperation in this matter.

Thank you for your prompt attention to this request.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Company Address]

[City, State, Zip Code]

[Contact Information]