

Cancellation of International Shipping Order

From: [Your Company Name]

[Your Company Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To: [Supplier's Company Name]

[Supplier's Company Address]

[City, State, ZIP Code]

Dear [Supplier's Contact Name],

We are writing to formally notify you that we wish to cancel our international shipping order placed on [Order Date], with order number [Order Number].

Due to [reason for cancellation, e.g., unforeseen circumstances, changes in our supply chain], we have decided to withdraw from this order.

We kindly ask you to confirm the cancellation of this order and assure us that no further action will be taken regarding shipment or billing.

Thank you for your understanding and cooperation in this matter. We hope to work together in the future under better circumstances.

Best regards,

[Your Name]

[Your Job Title]

[Your Company Name]