

Dear [Vendor's Name],

This is a follow-up regarding our previous communication about the cancellation of Purchase Order [PO Number], issued on [Order Date].

We would like to formally confirm the cancellation of the aforementioned order due to [brief reason for cancellation]. Please acknowledge the receipt of this cancellation notice.

If you have any questions or require further information, feel free to reach out at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]