

Order Cancellation Notification

Dear [Supplier's Name],

We regret to inform you that we need to cancel our order placed on [Order Date] for the following items:

- Item Name: [Item Name 1] - Quantity: [Quantity 1]
- Item Name: [Item Name 2] - Quantity: [Quantity 2]

The cancellation is due to [reason for cancellation]. We appreciate your understanding in this matter.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]