

# Cargo Delivery Cancellation Notice

From: [Your Company Name]

To: [Recipient's Name]

Date: [Date]

Subject: Cargo Delivery Cancellation

Dear [Recipient's Name],

We regret to inform you that the delivery of your cargo scheduled for [original delivery date] has been cancelled due to [reason for cancellation]. We understand the inconvenience this may cause and are committed to resolving this matter promptly.

If you have any questions or require further assistance, please feel free to contact us at [your contact information].

We appreciate your understanding and look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]