

Service Order Cancellation

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that, unfortunately, we must cancel our service order #[Order Number] placed on [Order Date]. This decision has been made due to low demand for the services at this time.

We sincerely apologize for any inconvenience this may cause and appreciate your understanding. We value your partnership and hope to work together in the future when conditions are more favorable.

If you have any questions or need further assistance, please do not hesitate to reach out to us.

Thank you for your understanding.

Best regards,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]