Name of the receiver
Address of the receiver

Date:\_\_\_\_\_\_\_\_

Subject: \_\_\_\_\_\_\_\_\_\_\_\_[Mention the subject}

Dear Ms/Mr                       [Mention the name of recipient]

This is with regard to the cancellation of orders placed by us to your company in the order no. \_\_\_\_\_\_\_[Mention the order number] dated \_\_\_\_\_\_\_\_[Mention the date].

We kindly request you to cancel all the orders and delivery of the items mentioned in the said document. We would like to bring to your notice that due to changes in the plan of the company to manufacture certain kinds of products we may not require the items provided by you, hence we are forced to cancel all the orders in this regard.

We sincerely apologize for the inconvenience caused due to this. Please feel free to contact us in case of any settlement pertaining to the order.

Thanking you,

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_[Signature]

Sender Name

Designation