

Business Letter For Cancellation Of Order

To
(Enterprise Name)
(Address

Sir,

With due respect, we would like to inform you that in spite of reminders from our side ref letter _____ (Date) and Fax _____ (Date), there has been no positive response from your side regarding the delivery of _____ (Product Name), which has put us into an embarrassing position and our reputation as a time-scheduled builders is in jeopardy. We have now decided to cancel the order placed on you vide order No. _____, _____ (Date) and have already made alternate arrangement for the procurement of the same.

We also regret to inform you that as a precautionary measure, we have decided not to be associated with you in future.

Thanking You

Yours Sincerely,
Manager (Purchase)
(Company Name)