

Order Cancellation Letter

This package contains:

1. Instructions & Checklist for Order Cancellation Letter
2. Order Cancellation Letter

Instructions & Checklist for Order Cancellation Letter

- This package contains (1) Instructions & Checklist for Order Cancellation Letter; and (2) Order Cancellation Letter;

- This form is designed to assist you in drafting a letter notifying a vendor/supplier that you are canceling an entire order due to their inability to complete it.

- Be sure to sign the letter and to make a copy before sending it out.

- Bracketed instructions may be included on this form to assist you in completing it and should be removed before printing. Generally in Microsoft Word, you can click on the bracketed instruction and start typing.

- Since it is impossible to create sample letters that suit every particular situation, we tried to make these samples more universal. Feel free to change wording and to add or delete text to tailor it to your particular circumstances.

- These forms are not intended and are not a substitute for legal advice. These forms should only be a starting point for you and should not be used without consulting with an attorney first. An attorney should be consulted before negotiating any document with another party.

- The purchase and use of these forms, is subject to the Disclaimers and Terms of Use found at findlegalforms.com.

[Your Name]
[Street Address]
[City, State ZIP Code]
[phone number - optional]
[email address - optional]

May 19, 2009

[Name of Recipient]
[Title]
[Company Name]
[Street Address]
[City, State ZIP Code]

Dear [Name of Recipient]:

Please be advised that we are hereby canceling our order number [ORDER NUMBER], placed on [DATE OF ORDER] because of your inability to complete it on time.

Unfortunately, because of our business needs, we are unable to extend the deadline to complete the order any longer and will have to look elsewhere to have it fulfilled.

Should you have any questions, please do not hesitate to contact me.

Sincerely,

[Your Name]
[Title if any or delete if none]