

Provisional cancellation notice email

Subject: Provisional Cancellation of Dealership

Dear [Dealership Manager's Name],

I hope this message finds you well. I am writing to inform you of a provisional decision to cancel our dealership arrangement for [Product/Service]. This cancellation is pending the review of current pending orders and financial reconciliations.

Kindly provide guidance on the steps required to finalize the cancellation and any documentation that must be completed. Your prompt response will ensure an orderly transition.

Best regards,

[Your Name]

[Company Name / Position]

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