

Formal letter for canceling a purchase order

Subject: Cancellation of Purchase Order [PO Number]

Dear [Supplier Name],

We regret to inform you that we must cancel Purchase Order [PO Number] dated [Date] due to unforeseen circumstances. We apologize for any inconvenience this may cause.

Kindly confirm the cancellation and advise on any next steps or formalities required from our side.

We appreciate your cooperation and understanding.

Sincerely,

[Your Name]

[Company Name]

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