

Letter cancelling delayed or backordered items

Subject: Cancellation of Backordered PO [PO Number]

Dear [Supplier Name],

As the items in Purchase Order [PO Number] remain unavailable beyond the expected delivery timeframe, we are forced to cancel this order. We regret any inconvenience caused.

Please confirm the cancellation and refund procedure if applicable. We appreciate your prompt attention.

Best regards,

[Your Name]

[Company Name]

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