

Purchase Order Cancellation Letter to Supplier

XYZ Corporation
1234 Business Rd.
Anytown, State, 56789
email@xyzcorporation.com
555-123-4567
November 2, 2024

Acme Supplies Ltd.
7890 Industrial Ave.
Othertown, State, 98765

Dear Mr. Smith,

Subject: Cancellation of Purchase Order PO123456

I am writing to formally notify you of our decision to cancel the above-referenced purchase order. After careful consideration, we have decided to cancel this order due to unforeseen adjustments in our project requirements which no longer necessitate the items ordered.

We understand the inconvenience this may cause and we apologize for any disruption to your planning or production schedules. To ensure clarity, here are the details of the order in question:

- **Order Number:** PO123456
- **Order Date:** October 15, 2024
- **Description of Goods/Services:** 100 units of Model X Precision Tools
- **Scheduled Delivery Date:** December 1, 2024

We kindly ask that you acknowledge receipt of this cancellation and confirm that no charges will be incurred as a result of this action. If there are any outstanding issues that need to be addressed or final settlement required, please contact me at your earliest convenience so that we may resolve them promptly.

Thank you for your understanding and cooperation. We value our relationship and look forward to continuing our business association under terms that are mutually beneficial. Please feel free to reach out to me directly should you have any questions or require further information.

Sincerely,

John Doe
Purchasing Manager
XYZ Corporation
555-123-4567
email@xyzcorporation.com