

Regret Email for Cancellation of Purchase Order

Subject: Cancellation of Purchase Order PO123456

Dear Mr. Smith,

I hope this message finds you well. I am writing to inform you with regret that we must cancel our purchase order numbered PO123456, originally placed on October 15, 2024, for 100 units of Model X Precision Tools, scheduled for delivery on December 1, 2024.

After a thorough review of our current project timelines and requirements, we have found that these materials are no longer needed as initially anticipated. We understand that this cancellation may cause inconvenience to your production and planning schedules, and we sincerely apologize for any disruption this may cause.

Please confirm the cancellation at your earliest convenience and ensure that no further actions are taken regarding the order processing. Additionally, kindly inform us of any cancellation fees or obligations that may apply under our agreement.

We value the strong business relationship between Acme Supplies Ltd. and XYZ Corporation and are hopeful for future opportunities to work together under more favorable circumstances.

Thank you for your understanding and cooperation.

Warm regards,

John Doe
Purchasing Manager
XYZ Corporation

555-123-4567

email@xyzcorporation.com