

Ms/Mr. _____

Company Name: _____

Address: _____

Date: _____

Subject: Cancellation of order

Dear Vandercom,

This is with regard to the cancellation of an order placed by us to your company for the account number: _____ (Your account number) dated _____ (date of placing orders).

We request you to kindly cancel this order and delivery of items as mentioned in the said document.

We regret the inconvenience caused due to this. Kindly contact us in any case of settlement pertaining to the orders and delivery of items. We hope that any issue, if at all will be settled by mutual consent.

Any further communication in this regard may be directly mentioned and forwarded to me.

Yours Sincerely,