Your Name

Company Name

Street Address City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Subject: Request for purchase Cancellation:

Dear Recipient Name:

Regretfully I will like to ask if it is possible to cancel the purchase order number 98765 which was placed on Monday. Due to some unexpected proceedings, our company is facing financial issues to overcome any legal concerns we are obliged to submit a heave fine. Therefore, we would request you to cancel the order. I hope it’s not late to make such a request.

Please respond back as earlier as possible, I hope to hear a positive solution and apologies for our negligence and inconvenience.

Thank you very much.

Sincerely,

Your Name

Title