Your Name

Company Name

Street Address

City, ST ZIP Code

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Dear Recipient Name:

I have made an urgent order request of many items in a handful of the amount due to a mismanagement of the inventory by the storekeeper. Today I have been informed that the items are already available in the storeroom therefor kindly cancel my request for the purchase. I would like to compensate you for any loss, you might incur on account of the order canceling.  My order number is 46543 requests made on 24th March 25, 2020.

Sincerely,

Your Name

Title