Your Name

Street Address City, ST ZIP Code

Phone | Email

Date

Recipient Name

Title

Company Name

Street Address City, ST ZIP Code

Dear Recipient Name:

Hi sir, how are you? It is hereby to inform you that we are canceling the order because of the delay in the production of items. It is because there are some issues between the two CEOs of the company. They want to divide the shares. One of the parties wants to close the unit. Therefore, in this situation, it is not possible to continue production. Thus, we are sorry for the delay in production. We will contact you as soon as the matter will resolve. Waiting for your reply.

Sincerely,  
  
Your Name