

# EMAIL TO VENDOR TO CANCEL ORDER

Dear [Mrs. Tara A Smith],

Good day!

This letter is a formal request to cancel the order [VOL013-123498765] placed on [April 2, 2020]. The order was made for [Rs. 50, 0000.]

As per our agreement, the goods were to deliver on or before [April 20, 2020], at the provided address. However, we have not received any notice from regarding the delay yet.

We are well aware that the recent coronavirus (COVID-19) pandemic has had negative impacts on many business operations across the globe. We do understand that you are bound to comply with the mandates formed by the state and national governments during these crucial periods. We would, however, have appreciated it if you have notified us earlier regarding the delay in delivery.

Nonetheless, we are always grateful for your service and commitment to our company. We expect you will credit our account with a full refund for [Rs. 50,000] paid according to the agreement signed by both parties within [12] working days. We have attached a copy of the agreement with this letter. Please kindly send us a written confirmation of the cancellation.

If you have any questions or concerns, please do not hesitate to contact us at [hr@simplesolutionssample.com] or call us at [661-839-9224].

Sincerely,

[Steven P Greig]  
[HR Manager], [Simple Solutions Ltd].