**LETTER TO VENDOR TO CANCEL ORDER**

Date:

Dear Sir,

Kindly refer to our order no: ——— dated [date] for the supply of [Product name].

We have large consignment of [product name] already in are shop/factory as the same could not be used for manufacturing due to the lockdown due to COVID-19 and our shop/factory is too full to accommodate more goods.

We shall, therefore, feel obliged if you will please treat referred to above as canceled.

We realize that this will upset your arrangements for supplies but we are sure you will accommodate us in the circumstances arising due to COVID-19.

Assuring you of our best co-operation.

Yours faithfully,