

[Print on

insert Address]

<<Contact Name>>
<<Trading/Company Name>>
<<Address>>
<<Address>>
<<Post Code>>

<<Date>>

Dear <<Name of Contact>>,

We regret that we must cancel our
your quotation <<provide details>>
necessitated by the [consistent de
specifications] [the poor performan

er

<<products/service>> which are subject to
conditions agreed by us. This action is
to meet the required/agreed
s].

We regret any inconvenience caused
identified have been resolved we r

ation but hope that when the problems
other business at the appropriate time.

[All monies paid by us in advance

order must be returned to us by << >>.]

Yours sincerely,

<<Name & Title>>
For and on behalf of <<Company

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