

[Print on reverse side] [insert Address]

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

<<Date>>

Dear <<Name of Contact>>,

Re: <<Reference>>

We hereby give notice of the cancellation of your order.

Under the terms of the order, the goods were to be delivered by << >>. Your failure to deliver the goods within the required time [at the time specified in the order] is in breach of the terms and conditions of that order. [We, accordingly, have sourced the goods from other sources of supply.]

Please be advised that we reserve a right of return.

If the above goods are in transit, they shall be returned at your expense and we shall await delivery instructions.

Yours sincerely

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