

# CCS Insights: Cancellation of Order

*Feel the CCS & Co Difference*

*[Print on Company's Letterhead or insert Address]*

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

**Re: Cancellation of Order**

We regret that we must cancel our order for <<describe products/service>> which are subject to your quotation <<provide details>> and the Terms and Conditions agreed by us.

This action is necessitated by the [consistent delays in delivery] *[failure to meet the required/agreed specifications] [the poor performance of the goods/services]*.

We regret any inconvenience caused to you by this cancellation but hope that when the problems identified have been resolved we may be able to consider other business at the appropriate time.

*[All monies paid by us in advance of the completion of the order must be returned to us by <<XX.XX.XXXX>>.]*

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

**For further consultation, please  
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