

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Return address:
Name
Address Line 1
Address Line 2
City, State Zip Code

Date

Name
Company
Address Line
City, State Zip Code

Re: Apology after Cancellation of Order

Dear :

I apologize for canceling the order that I placed with your company. It was not until after I placed the order that I realized another associate had previously ordered the exact same items. Unfortunately, we do not have use for two of the same product.

I am truly sorry for any inconveniences this cancellation has caused. I will be more careful of orders I place in the future.

Sincerely,

N A M E