

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

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

Re: Cancellation of Unfilled Order

Dear :

I am writing to cancel my order because you have not filled it in the appointed time. I was assured that I would receive this order by {date}, however, I have not received it. Now that it is past the appointed time, I am no longer in need of these items. Therefore, I am canceling my order.

Sincerely,

N A M E