[DATE]

Contact Name

Address

Address2

City/Province

Postal Code

**RE: NOTICE TO CANCEL SHIPMENT OF BACK-ORDERED GOODS**

Dear [CONTACT NAME],

With reference to our purchase order [NUMBER] or contract [NUMBER] dated [DATE], a copy of which is attached. We did not receive a full and complete shipment. In addition we notice that some of the goods ordered are marked as out-of-stock or on back-order.

We withdraw our order for the back-ordered goods and so would you please adjust our invoice to be only for the goods that we received.

Thank you for your assistance in this matter.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]