[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: NOTICE TO DISREGARD LETTER INDICATING INABILITY TO SHIP**

Dear [CONTACT NAME],

Please ignore the letter sent to you [DATE] entitled [TITLE/OBJECT LINE] in which I notified you that we would not be able to provide any further deliveries to you as itemised in our contract dated [DATE OF CONTRACT].  
  
The conditions that caused me to write the above-mentioned letter have changed in as much as [STATE CIRCUMSTANCES PERMITTING RETRACTION], and we are now expecting to be able to resume deliveries to you on [DATE].  
  
Thank you for your patience, understanding and cooperation in this matter.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]