

Notice to Cancel Shipment of Back-Ordered Goods

Date:

To: (Supplier)

We refer to our purchase order or contract dated the _____ day of _____, 201(x), a copy of which is attached hereto.

We have received a partial shipment under same and we note that certain of the goods which we ordered are out of stock or on back order.

Please cancel our order for the back-ordered goods and adjust our invoice for the goods received.

Yours very truly,
