

LETTERHEAD

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

SUBJECT: REJECTION OF ORDER

Dear Sir,

This is to inform you that we are in receipt of your order as enumerated in the attached Purchase Order. However, unfortunately, we will not be able to fulfill your order at this time due to the following reasons:

- 1.
- 2.
- 3.

However, we may be able to deliver the goods to you by [date]. Please communicate if the delay in delivery is acceptable to you. Please note that if we do not hear from you regarding this order within ____ days of your receipt of this notice, the said order shall stand cancelled, following which you may have no right or claim against us with respect to the said Purchase Order.

We thank you for putting your trust in us, and look forward to having an opportunity to serve you in future.

Sincerely,

[Sender's Name]

[Sender's Designation]