

Cancellation Notice—Back-Orders

HMS, Inc.

1111 East Street - Hometown, USA

(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [seller]

You notified us that the following items on our purchase order # _____, dated _____, 20____, are not in stock and have been back-ordered:

- 1.
- 2.
- 3.

Please cancel [all/the marked] items back-ordered and ship the remainder of the order immediately. Please be sure that the invoice sent with the shipped goods reflects the cancellation of back-ordered items as well.

[NOTE: If only part of the back-ordered items are being canceled, add the following:

Please ship the remainder of the non-canceled back-ordered items as they become available, but prior to _____, 20____. If they are not going to be available until after that specified date, please notify us again.]

Thank you,

H.M. Smith