

Cancellation Notice—Failure to Deliver

HMS, Inc.
1111 East Street - Hometown, USA
(111) 555-1111

[Date]

[AddresseeXX
XXXXXXXXXXXX
Theirtown, USA]

To: [seller]

Please refer to our purchase order # _____ dated _____,
20____, which specified a delivery date of _____, 20____.

As we have not received these items in a timely manner, we
hereby cancel said order in its entirety, pursuant to the
specifications in our purchase order.

Sincerely,

H.M. Smith