[Company Name]  
[Address, City, STATE, Zip]  
[Contact]  
[Website]

Re. Trade Cancellation Letter

Dear McKay,

The aim of writing this letter is to inform you about the trade license cancellation of dispositions invested with your organization having order number 1356-000 LER from 12-09-2019 to 15-04-2020.

We appeal to you to postpone all delivery items and orders raised in the supposed document. We would like to inform you that because of some changes in the organization’s plan to prepare some items we do not have a need to take products issued by you. In consequence, we are compelled to cancel our all orders with respect to this.

We honestly seek forgiveness for all the discomforts that happened because of this. In case you have any query, you can ask and contact anytime regarding any arrangements concerning the order.

Sender Name:  
Sender signature:  
Receiver name:  
Receiver address: