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August 1, 1995

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Dear [recipient's name],

Our Order No. [number]

We regret that we must ask you to cancel this order due to circumstances beyond our control.
[briefly
describe the circumstances].

We realise some work may have already been taken to fill the order and are prepared to
compensate for
any loss you have incurred.

Circumstances are assured to change during the next several months and we hope to once
again place
newer, and possibly larger, orders on your company.

Please accept our apology for this inconvenience.

Sincerely,

[Sign here]

[type your name here]

[type your job title here]