

# Adjustment Letter for Cancelled Order Due to Supplier Delay

[Your Company Letterhead]

Date: [Insert Date]

[Customer's Name]

[Customer's Address]

[City, State, ZIP Code]

Dear [Customer's Name],

We regret to inform you that due to unforeseen supplier delays beyond our control, we are unable to fulfill your order (Order No. [Order Number]) placed on [Order Date] for [Product/Service Description].

Despite our best efforts to expedite the process, our supplier has notified us of extended production and shipping delays. After thoroughly reviewing all available options, we have made the difficult decision to cancel your order to avoid further inconvenience and uncertainty.

We sincerely apologize for any disappointment or disruption this may cause. Please be assured that we value your business and appreciate your understanding in this matter.

As a gesture of goodwill and to maintain our relationship, we would like to offer you [mention any compensation, such as a discount, coupon, or priority on future orders if applicable]. Please let us know if you are interested in alternative products or if you would like us to notify you once the item is back in stock.

Your refund will be processed promptly. If you have any questions or require further assistance, feel free to contact us at [Customer Service Email/Phone Number].

Thank you for your patience and understanding.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Contact Information]