

Date: [Insert Date]

To: [Customer Name]

Company: [Customer Company Name]

Address: [Customer Address]

Email: [Customer Email]

Subject: Adjustment Letter for Cancelled Bulk Order and Credit Note Issuance

Dear [Customer Name],

We are writing to acknowledge receipt of your request to cancel bulk order number **[Order Number]** placed on **[Order Date]**. We understand that unforeseen circumstances have led to this decision, and we sincerely apologize for any inconvenience this may have caused.

We confirm that your order has been successfully cancelled. Please be assured that no further action is required on your part regarding this order.

In response to the cancellation, we have issued a credit note in the amount of **[Credit Note Amount]**, which is attached to this letter. This credit has been applied to your account under credit note number **[Credit Note Number]** dated **[Credit Note Date]**. The credited amount can be used for future purchases or, should you prefer, a refund may be arranged upon your request.

We value our business relationship and appreciate your understanding. Please let us know if you have any questions or if there is anything else we can assist you with.

Thank you for your continued patronage. We look forward to serving you in the future.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

Credit Note Details

Credit Note Number	[Credit Note Number]
Date Issued	[Credit Note Date]
Order Number	[Order Number]
Credited Amount	[Credit Note Amount]
Remarks	Order cancelled as per customer's request