[DATE]

Contact Name

Address

Address2

City, State/Province

Zip/Postal Code

**RE: INABILITY TO FILL PURCHASE ORDER**

Dear [CONTACT NAME],

We have received the attached purchase order [NUMBER] but, unfortunately, are unable to fill it because of [REASON].

Accordingly, we are returning your order cheque.

We sincerely apologise for any inconvenience this may have caused.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]