

I will keep you updated   inform   due to   regarding   regret to tell   inconvenience   concern  
Would you consider an alternative solution   Unfortunately

### Email #1

Dear Mr Bondar,

I  you that we have to cancel your order #256984  a problem with our supplier. We apologise for the  .  , a full refund is not possible. We can compensate only 60% of your payment.

such as credit towards a future purchase?

If there's anything else I can do in the meantime, please let me know how I can assist you! Thank you for your understanding.

### Email #2

Dear team,

First, I want you all to know each and every one of you has worked diligently and admirably on our project for Tasco.

Unfortunately, I must  you that the client has chosen to go in another direction and has thus ended the project. I know this may be cause for  . While I cannot make any promises  how this development will impact the team moving forward,  as I learn more about the situation.