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.

LIVEWORKSHEETS