

LETTERHEAD

[Date]

Order No. _____

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

SUBJECT: NOTICE OF CANCELLATION OF PURCHASE ORDER

Dear Sir,

We had placed an order for certain goods through Purchase Order bearing PO No. _____, dated _____ (A copy of the Purchase Order is attached herewith). We have also made a payment of Rs. _____/- (Rupees _____) against the said Order on [date]. However, we repudiate the Purchase Order due to the following reasons:

- 1.
- 2.
- 3.

We hereby demand the refund of the payment of Rs. _____/- (Rupees _____) paid against the said Order within _____ days of your receipt of this Notice of Cancellation, failing which, we shall be at liberty to institute legal proceedings against you for the recovery of the said amount, entirely at your risk and costs.

Sincerely,

[Sender's Name]

[Sender's Designation]

[Sender's Address Line 1]

[Sender's Address Line 2]