

[Date]

[Recipient's Name]

[Recipient's Designation]

[Recipient's Address Line 1]

[Recipient's Address Line 2]

NOTICE OF CANCELLATION OF DELAYED ORDER

Dear Sir,

We have placed an order with you for the purchase of _____ vide Purchase Order dated _____, bearing PO No. _____, accepted on _____ vide Acceptance and Acknowledgment Receipt bearing Order No. _____. Full payment amounting to PKR _____ (Rupees _____) against the said Order has already been made to you.

The delivery date for the said Order was _____, however, we have not received the delivery up till now, which constitutes a breach of the terms of the Order. We, hereby, cancel the said Order, and demand the total refund of the payment made to you in lieu of the said Order.

Please note that if we do not receive the refund of the payment within _____ days of your receipt of this letter, we shall be at liberty to institute legal proceedings against you for recovery of the said amount, as well as damages incurred due to your non-fulfillment of the Contract within the stipulated time period, at entirely your risk and costs, and without any further notice in this regard.

Sincerely,

[Name]

[Address Line 1]

[Address Line 2]

[Contact Number]

[Email Address]