

CCS Insights: Letter - Cancellation of Purchase Order (Non-Delivery)

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[Print on Company's Letterhead]

<<Date>>

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

Dear <<Name of Contact>>,

Re. Order <<No.>>

We have not yet received [all] the goods ordered in respect of the above order. The order stipulated delivery by <<Date>>. The goods in question are as follows:

Goods Description	Quantity	Value
<< >>	<< >>	<< >>
Total:		

[A copy of the original order is enclosed herewith.]

[These goods have been paid by our cheque no. << >>, dated << >> in the amount of RM << >> inclusive of SST.]

In our letter of <<Date>> we demanded the immediate delivery of these goods. To date you have failed to remedy the breach of the agreed terms and conditions of the order.

Accordingly, we hereby give you notice of the cancellation of this order [*and demand immediate reimbursement of the sum paid. Unless we receive a refund within << >> days of the date of this letter, we will take immediate legal action*]. Please be advised that we reserve all our legal rights

Thank you for your immediate attention to this matter.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

For further consultation, please contact:

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