

CCS Insights: Letter - Cancellation of Purchase Order Due To Delayed Goods

Feel the CCS & Co Difference

[Print on Company's Letterhead or insert Address]

<<Contact Name>>

<<Trading/Company Name>>

<<Address>>

<<Date>>

Dear <<Name of Contact>>,

Re. Order <<No.>>

We hereby give notice of the cancellation of the above referenced order.

Under the terms of the order, the goods were to be delivered by <<DD.MM.YYYY>>. Your failure to deliver the goods within the required time [*and to remedy this delay*] is in breach of the terms and conditions of that order. [*We, accordingly, have had to seek other sources of supply.*]

Please be advised that we reserve all our legal rights.

If the above goods are in transit, they shall be refused or returned at your expense and we shall await delivery instructions.

Yours sincerely,

<<Name & Title>>

For and on behalf of <<Company Name>>

For further consultation, please contact:

Chin Chee Seng

Partner
+6012 365 4331
cschin@ccs-co.com

Jared Low

Assurance Manager
+6018 763 4813
jared@ccs-co.com

Wong Woei Teng

Audit Manager
+6017 237 8233
woeiteng@ccs-co.com

Vivian Lim

HR Manager
+6012 618 6220
vivian@ccs-co.com

Yap Huey Shan

Assistant Audit Manager
+6012 369 7222
hueyshan@ccs-co.com

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