

A letter to a firm canceling the order placed, in view of inordinate delay.

Books & Books Store

Main Market,

Balasore

20th August 2020

To

Pustak Book Store

Link Road,

Cuttack

Sub : Cancellation of order

Dear Sir,

We placed an order with you on 20th June, 2020 for 100 copies of Communicative English books for polytechnic, to be delivered on 20th July, 2020. But we have not received either the goods or letter from you.

The time of delivery has expired and we are compelled to cancel the above order. The goods if despatched, will be refused. Please note it.

Yours faithfully

Purchase Manager

Books & Books Store