**Dear Sir,**

**The following PO was issued long time back (more than 120 days) for which we have not received any vendor invoice or communication from your side to close the same.**

**Thus requesting you to please revert with a timeline by which we will receive the vendor invoice else the same will be closed in our system in next 15 days and we won’t be responsible to process the payment.**

**All the liabilities/duty/levies/claims etc will be borne by your company.**

|  |  |  |
| --- | --- | --- |
| ~PONos\_Table~ | | |
| Sl.No. | PO Number | Reference No. |
| ~Sl.No.~ | ~PO\_Number~ | ~Reference\_No~ |

|  |  |  |  |
| --- | --- | --- | --- |
| ~PONos\_Table\_1~ | | | |
| Sl.No. | PO Number | Reference No. | Customer's Customer Name |
| ~Sl.No.~ | ~PO\_Number~ | ~Reference\_No~ | ~EndCust\_Name~ |

**Regards,**

**OPC Asset Solutions Private Limited**

[www.opc.co.in](http://www.opc.co.in/)

~CompanyLogoEmail~

**OPC Asset Solutions Private Limited;** Corporate Office:202A, Nataraj by Rustomjee, Sir M V Road, Western Express Highway, Andhrei (E) Mumbai - 400 069. Tel: +91 22 4075 0800