

Notice of Cancellation of Purchase Order

Date: _____, 20 _____

To: _____

RE: Cancellation of Purchase Order

Dear _____ :

On _____, 20 _____, by our purchase order
_____, a copy of which is enclosed, we ordered the following goods
from you:

We paid for these goods by our check # _____, dated _____,
20 _____, in the amount of \$ _____. This check has been cashed by you.

On _____, 20 _____, we demanded immediate delivery of the goods.
To date, the goods have not been delivered to us.

By this notice, we, therefore, cancel this order for late delivery and demand the immediate
return of our money. Unless we receive a refund of our money within ten (10) days of the
date of this letter, we will take immediate legal action for the return of our money.

Please be advised that we reserve all of our rights under the Uniform Commercial Code and
any other applicable laws.

Thank you for your immediate attention to this matter.

Very truly,

Signature

Printed Name