[DATE]

Contact Name

Address

Address2

City

Province

Postal Code

**RE: RETURN OF MONIES AND CANCELLATION OF PURCHASE ORDER**

Dear [CONTACT NAME],

Our order [NUMBER], dated [DATE] for [DESCRIBE GOODS] was paid [DATE]. Please find attached proof of payment.

By a letter dated [DATE], we demanded immediate delivery of the goods.

We still have not received the goods. Therefore we have no option but to demand the return of our money, and to cancel the order because of an excessive delay in delivery .

We also wish to notify you that, if we do not receive a refund of our money in this office within [NUMBER] days of the date of this letter, legal action to press for the return of our money without further notice to you, will be taken.

We await confirmation of receipt of this letter and your action to the above requests.

Kind Regards,

[YOUR NAME]

[YOUR TITLE]

[YOUR PHONE NUMBER]

[YOUREMAIL@YOURCOMPANY.COM]

Copy to [NAME OF LAWYER]