

Letter Example “Write a letter canceling an order due to better terms elsewhere.” Complete Application for all classes.

Oriental Marketing Co.,

10/32, Industrial Area,

Karnal.

August 11, 20...

To

Geeta Manufacturers,

City Gate,

Kurukshetra.

Dear Sirs,

With reference to our order No. 89/4 dated July 25,20...., we regret to inform you that we would not be able to honor our above order. In fact, your representative did not give us a true picture of the market. The goods we had ordered have been purchased by us at prices much lower than quoted by you.

We are sorry for the inconvenience caused to you. But we hope that it won't affect our future dealings with you.

Yours faithfully,

For Oriental Marketing Co.,

1. Singh,

Proprietor.