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| Purchase Agreement Cancellation Letter 01 |

From,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_ (Date on which letter is written)

To,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject: Purchase Agreement Cancellation Letter.

Dear \_\_\_\_\_\_\_\_\_\_\_\_\_ (Name of the person),

I am writing this letter to regretfully inform you that we are canceling the purchase agreement \_\_\_\_\_\_\_\_ (reference no.) that we had signed on \_\_\_\_\_\_\_ (date) for a duration of \_\_\_\_\_\_\_ (mention the duration). The reason behind this decision is the constant complaints from our customers regarding the quality of your product. Many of them had similar complaint saying that they had disastrous reactions on consumption of your product.

Also, since we have borne loss by selling the product purchased from you, we need reimbursement of the same as stated in the agreement. I have attached all the documents which will come in handy in this whole cancellation process. Any agreement continues on trust, and somehow after all this, I don’t think it can work. We hope for fullest cooperation from your side so that all the legal formalities can be completed as soon as possible.

Yours Sincerely,

(Name of the person/sender) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the designation) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Name of the organization) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_