**Request Letter For Refund Of Advance Payment**

From,

Subodh Gupta

20/31 -D, Black Mall,

UGC - Road, Bhopal -890034 (+121)-6789-0978-000

subodh@yahoo.com Date: June 5, 2059

To,

Parvesh Sopan, Sheesh Nagar, Ashmead Road, Kuchipudi -909090

(+0111)-6788766-89

parwesh@mail.com Dear Parvesh,

This is to state that I had ordered a ceiling fan model number USHA-34GF, color deep wine for my home. I had done the advance payment already of Rupees 3800 on the date of ordering. Now that my family has a different choice of the product, I need to cancel this order.

Hence I request you to process the refund of the advance payment as soon as possible.

I will be highly obliged for your help. Thank you.

Sincerely, Subodh Gupta