

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

