

DATE:
TO:

REGARDING:
FUND:
PO NUMBER:
TITLE NUMBER:
ACCOUNT NUMBER:

For the reason checked below, we are not approving the payment of charges for the title:

- 1. Not title ordered.
- 2. Duplicates your previous invoice.
- 3. According to our records we cancelled this order on _____.
- 4. No record of a purchase order can be located with you.
- 5. Please provide our purchase order number on this letter and return it directly to my attention at the above address.
- 6. Other:

Therefore:

- We are deducting _____ from your invoice no. _____ dated _____ totaling _____.
- We are canceling your invoice no. _____ dated _____.
- We are holding your invoice until we hear from you.

Sincerely,

Acquisitions