[DEVELOPER NAME / LETTERHEAD]
BOOKING CANCELLATION AND REFUND LETTER

Letter no.: _____ Date: ___ / ___ / _____

To
Mr / Ms _____
Address: _____

Subject: Cancellation of booking / Plot no. _____ and refund

Dear Sir / Madam,

1. Your booking / allotment of Plot no. _____ in scheme
   "_____" (booking no. _____ dated ___ / ___ / _____)
   is cancelled with effect from ___ / ___ / _____.

2. Reason (tick one):
   [ ] Request by the allottee dated ___ / ___ / _____
   [ ] Non-payment / breach of terms
   [ ] Other: _____

3. Amounts
   Token / booking amount paid (verified): ₹ _____
   Other amounts paid (verified): ₹ _____
   Deduction as per terms: ₹ _____
   Net refund payable: ₹ _____
   (Rupees _____ only)

4. Refund will be paid by UPI / Cheque / RTGS / DD
   to account / favouring: _____
   within ____ working days of this letter.

5. On payment of the refund, the allottee has no further claim
   on the said plot. The plot returns to inventory.

For [Developer name] Acknowledged by allottee

_____ _____
Authorised signatory Signature / date

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