**All India Institute of Speech and Hearing, Mysore-06**

Library and Information Centre (LI/R/07)

Purchase Order Reminder Form

SH/LIC/ACQ/PO-R-ST. ../2013-14 ../../..

To

M/s…..

…..

Sub: Purchase order for books- reminder-reg.

Ref: Our purchase order no……. dated………….

This is to remind you that no books have been supplied with reference to the purchase order cited above. The purchase order will be cancelled ……….. Kindly supply the books before that.

 Yours sincerely,

 Library and Information Officer

*(To be send one month before the expiry date)*