

VENDOR LETTER

Date:

Vendor Name:

Address:

According to West Virginia University's records, the purchase order (PO) listed below is open due to an unpaid balance. WVU would like to close this order.

Description:

PO:

Date Issued:

Original Amount:

Unpaid Balance:

Project Manager:

Email:

Telephone:

The University intends to close this PO and cancel the unpaid balance; please sign below to indicate your agreement with this action and return via email to the project manager. Failure to respond within forty-five (45) days of the date on this memorandum will result in the PO being closed.

If payment(s) is still pending for goods and/or services rendered, please submit an invoice or appropriate documentation, indicating the amount still due below:

Amount Due:

If there are any questions or concerns regarding this matter, please contact the WVU Project Manager listed above.

Name

Title

Date