To,

The Director,

ICAR-VPKAS,

Mall Road, Almora   
Uttarakhand (India )

Sub: Refund of amount reg…

With reference to above cited subject, I have made online payment towards purchase of seeds in the online seed portal on . It is showing payment failure/pending in the transaction but amount was deducted from my account. Hence I request to refund the amount to my bank account.

The following table showing my transaction details and bank account for refund of amount.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Order no. | Date | Ordered Amount | UTR no. if any |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |
| 6 |  |  |  |  |
| Total amount deducted | | |  |  |

My bank account details

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Sl.No | Bank Name and account no | Name of the account holder | Bank IFSC code | Bank branch name |
| 1 |  |  |  |  |

Yours sincerely,