

CANCELLATION LETTER FOR SERVICES

From,
Hiroko Potter
P.O. Box 887 2508 Dolor. Av.
Muskegon KY 12482
(314) 244-6306
11-11-2011

To,
Forrest Ray
191-103 Integer Rd.
Corona New Mexico 08219
Subject- Cancellation of [Service name or contract]Dear [Name of company head],

Dear Hiroko Potter,

This letter is to inform that we would no more require your housekeeping services from next month onwards. We would like you to close our contract for the same which shall take effect from [Date].

We would like to ensure that we have had absolutely no complaints against your firm regarding your services. However, since our children have grown up and learned to do their own chores, we are quite certain that we would not require housekeeping services anymore. We believe our payments have been cleared but kindly check in case of any discrepancy. It might please you to know that your service for over five years has left us with complete satisfaction and we would definitely recommend your services to our friends and relatives who might require it.

We hope that you will progress as a company and be a trustful service provider for several households. Wishing you all the best,

Thanking you,

Yours sincerely,

[Signature]
Hiroko Potter
Address