

CANCELLATION LETTER FOR COMPANY

From,

Lawrence Moreno

935-9940 Tortor. Street

Santa Rosa MN 98804

(684) 579-1879

11-11-2011

To,

Nyssa Vazquez

511-5762 At Rd.

Chelsea MI 67708

Subject- Cancellation of [Service name or contract], the ID number of the service

Dear Nyssa Vazquez,

This letter is with regards to canceling of ____ services provided by the company. This is to inform that from the date of ____, we would no more require your services to us.

We would kindly request you to cancel all the pre-placed orders at our store due to a change in certain products that we plan on keeping. We would like a written confirmation for the same with any other details of accounts which might be outstanding on our part. There has been a sudden disruption in our finances due to which we are forced to continue having your services with us.

We hope you would understand our circumstances and undertake the required actions accordingly. We express our apologies for any inconvenience caused due to this change of plans. You may contact us on xxx-xxx-xxxx for clarification on any matter related to it.

Thanking you,

Yours sincerely,

[Signature]

Lawrence Moreno

Designation,

Address of the store