

Cancellation Letter

From,
Alex Baldwin
22/625 Main Road
Santa Rosa MN 82632
(852) 263-2038
21-02-2023

To,
Harry Vazquez
80/937 Ap Rd.
Chelsea MI 83772

Subject- Cancellation of [name of the service]

Dear Harry Vazquez,

I would like to inform you about the canceling of _____ provided by your company. I request you to terminate the service effected from (date).

Due to some sudden financial issues, we are compelled to cancel the orders for time being. Also, you can cancel all the pre-paid orders. Kindly issue the confirmation letter on the same.

I hope you will understand the situation. Please accept my apologies for the inconvenience caused to you. For any details, you can email me directly.

Thanking you,

Yours sincerely,

[Signature]

Alex Baldwin

Designation,

Address of the store.