

Cancellation Letter

From,

Tyke Harrison (Name of Sender)

2213 Street Avenue (Address)

Bell Farms Texas 22039

(221) 831-3836 (Contact Details)

Date: DD/MM/YYYY

To,

Nick Johns (Name of Receiver)

17/3746 Ut Street

Wilmington OR 22836 (Address of Receiver)

Subject – Cancellation of Gym Membership

Dear Sir/Madam,

Mention the cancellation of the gym in the first paragraph.

Reasons for cancellation - in the second paragraph

The third paragraph should be about the further implications and other details.

Thank you,

Yours Sincerely,

(Your Signature)

Tyke Harrison (Name)