

Cancellation Letter

From,
Ross Winget
21/321 Green Avenue,
California USA 3091
(8621) 0928-0616

09-08-2022

To,
Kevin Broady
11/223 Facilisis Avenue
Gardens Texas 62342

Subject:

Dear Kevin Broady,

This letter is being written to inform the cancellation of our Employee Health Insurance Policy bearing the reference ID 9836483. On behalf of the company, I would like to request you to cancel the referred policy with immediate effect. This insurance policy has several alluring offers and would have been a great help for our employees but the loss in business has enabled us to further maintain the insurance service.

Therefore, send a confirmation on this matter within two months of sending this letter so that we can further bring in the notice to our employees. I also request to process the refund of the unused amount under this policy.

Thank You

Yours sincerely,
(Signature)
Ross Winget