

Cancellation Letter

From,

Raman Bhatia (Name of Sender)

22/7362 Park Street

Dearborn OR 37462 (Address)

(233) 383-3826 (Contact Details)

Date: DD/MM/YYYY

To,

Matthew Perry (Name of Receiver)

3725 Nite Av.

Lima RI 37295 (Address of Receiver)

Subject – Termination of your gym membership

Dear Sir,

I would like to inform you about the termination of your membership at Mango Fitness Hub with immediate effect. Your continuous misbehavior towards our staff has compelled us to take this action. Some female staff has also a complaint against you for sexual harassment. Management has issued you warnings many times but they go on deaf ears.

Not complying with the instructions can cause us to take legal action against you. For any queries, you can email me directly.

Thank you,

Yours truly,

(Signature of Sender)

Raman Bhatia (Sender's Name)

(Your Designation)