

YOUR NAME
ADDRESS
CITY, STATE ZIP
E-MAIL: NAME@NAME.COM

(XXX) XXX-XXXX

FAX (XXX) XXX-XXXX

Instruction: This is a model letter. Adapt to fit your facts and circumstances.

Name
Address Line
City, State Zip Code

Dear Name:

It is with great regret that I inform you that the wedding of Name and Name has been cancelled. Both Name and Name wish to thank you for your friendship and support throughout the years.

Sincerely,