

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

		Return address:
		Name
	Date	Address Line 1
Name		Address Line 2
Address Line		City, State Zip Code
City, State Zip Code		

Re: Cancellation of Engagement

Dear :

I am writing to inform you that the engagement between {name} and {name} has been cancelled. Thank you for your support through this event.

Sincerely,

N A M E