

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

D A T E

N A M E
C O M P A N Y
A D D R E S S L I N E
C I T Y, S T A T E Z I P C O D E

Re: Number
N A M E

Dear N A M E:

Enclosed please find a copy of the cancellation which you recently forwarded to our office. This cancellation is illegible in parts and it is our opinion that a new cancellation should be issued.

Enclosed please also find another cancellation which we have prepared for signature. Please properly execute this cancellation and forward to my office as soon as possible.

Please call if you have any questions.

With kindest regards, I am

Sincerely yours,

Enclosure