

From,  
Jennifer Collins  
62, Church Street  
Seattle

Date: November 16th, 2015

To,  
Ryan Jacobs  
Ion Telecoms  
Seattle

Subject: Cancellation of the application submitted for your Internet services

Dear Mr. Jacobs,

I had applied for your Internet services for a WiFi to be enabled at my residence from your esteemed company through application #65378, dated November 2nd, 2015. I would like to request you to cancel my application on the grounds that I no longer need the WiFi service as I would be moving out of the city.

I would like to apologize for any inconvenience that it would have caused. In case of any queries, feel free to contact me on 575-29374.

Thanking you.

Yours sincerely,  
Jennifer Collins