

From,  
Julia Richards  
42, Gemini Street  
California

Date: March 2nd, 2016

To,  
Jerome Michaels  
JM Beauty Products and Co.  
California

Subject: Cancellation of the goods with order number 81265 placed  
February 26th, 2016

Dear Mr. Michaels,

I would like to inform you that I wish to cancel the order that was  
placed on February 26th, 2016, with the reference number 81265.

The decision for the cancellation has been made as I no longer need  
the product that was ordered. I am very sorry for the inconvenience  
caused.

In case of any formalities or any requirements that you might need  
from my side, kindly contact me on 555-6780

pYours sincerely,

J. Richards (signature)

Julia Richards