

## **Sally Kumon**

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Redding, CA 55555  
sborrower@gmail.com  
(215) 555-1212

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March 2, 2015

Johnny Lusmond  
1212 Jefferson Ave.  
Redding, CA 55555

Re: Contract Termination

Dear Mr. Lusmond,

As we discussed in person last week, please be advised that I am terminating our service contract which began June 2014 at the end of this month, March 31, 2015. I will keep your company in mind in the case that we need additional assistance on our retail project.

Please find enclosed full payment for the month of February and March. This should bring us up to date. Thank you for your work with our company, it has been a pleasure to work with you and your team.

Sincerely,  
Sally Kumon