



I'm not a robot



Next

# Service contract cancellation letter template

## Company Introduction Letter Template

Your name (e.g. John Smith)  
Your address (e.g. 12 Smithre Street)  
Date: (e.g. 12 March 2010)  
Name of the recipient (e.g. Charlie Klares)  
Designation (e.g. general manager)  
Company (e.g. AAA solutions)  
Address (e.g. 15 Walkow Street)  
Dear Mr....,

Start to introduce the company to the receiver. Do not make it long. Just main points about your company.

Second paragraph should be dedicated to the services providing by your company, the achievements, future strategies, plans. In addition, the main purpose of writing the letter should be mentioned here.

The third paragraph is the final one, which should be finished by thanks to the receiver.

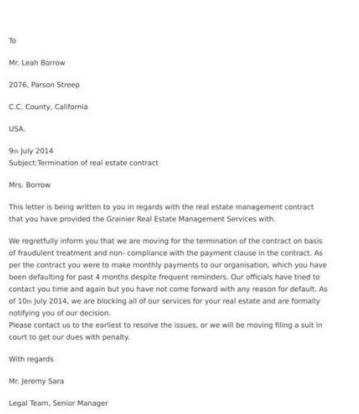
Close the letter with such words as "Respectfully yours", "Sincerely", "Regards".

Put the proper signature in the end of the letter.

E.g. Sincerely,

John Smith

In case you enclose any additional material such as a brochure of the company, mention it in the end of the letter.



## Scholarship cover letter

Few people can cook up savvy cover letters, especially when applying for a scholarship when you are a single mom. Not because you are single mom. However, because I have already forgotten what it's like to do something that does not involve household or children matters. Don't worry, you're not alone, writing cover letters for scholarship application is not easy for everyone too.

Scholarships for mothers program has already been spread widely across the country. So when a mother will take an interest in this, she'll have to go through the process of applying. Since eligibility is being a mother, check. Now when ask for filing an application, this will involved not just government forms to fill up but also a cover letter.

A cover letter is needed to serve as an introduction of one's intent for submitting attached documents. It does suppose to complement with the accompanying documents. For application of scholarships, a poorly written cover letter may cost an applicant the chance of availing a scholarship grant.

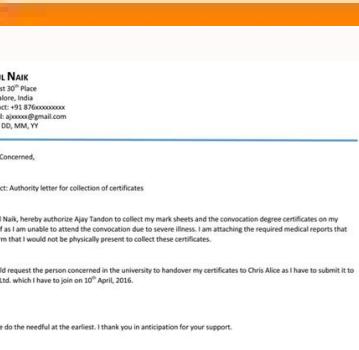
In order to ensure a scholarship, follow simple guidelines that would lead to write a winning cover letter. When about to write, take note of what program of study you are applying a scholarship for. This will matter in your letter, if you are not sure of this, don't apply. Just remember your letter will be direct, brief but respectful.

Now it should start with the usual format for writing formal letters, like letterhead, addressee and destinations address. Start with proper salutations, then the body of the letter.

In the body of the letter, the first lines of the paragraph should be mentioning the reason for applying scholarships for mothers program. What program of study you have chosen. Explain your situation briefly but formally. Do not inject too much drama, lest it sounds deliberate and fake.

In the middle of the body, explain how availing a scholarship will greatly affect your life as mother in supporting your family. It is wise also to mention that availing scholarship for mothers program will give you deep self-satisfaction.

The concluding part of the letter should mention about appreciating this government program. It's also good to mention gratitude for such an opportunity that even mothers like you are given attention by the government. Then include your hope for a favorable response, and then wait.



## DEED OF SALE WITH ASSUMPTION OF MORTGAGE

KNOW ALL MEN BY THESE PRESENT:

This Deed of Absolute Sale, made and entered into by and between;

**CRISTINA D. LUY**, of legal age, Filipino, married to Marc Anthony C. Luy, resident of Merville Subd., Tagum City, Davao del Norte, herein referred to as the **VENDOR**; and

**JOSEPHINE A. LUCAS**, also of legal age, Filipino, single, resident of Lorenzo Village, Tagum City, Davao del Norte, herein referred to as the **VENDEE**;

### WITNESSETH:

That the VENDOR registered owner of a certain parcel of land identified as Lot 7 Blk. 5, Pcs-11-003850, situated at Magugpo East, City Of Tagum, Province of Davao del Norte, containing an area of **THREE HUNDRED (300) SQUARE METERS**, more or less, COVERED BY TRANSFER Certificate of Title No. **T-218877** with the following description:

### TRANSFER CERTIFICATE OF TITLE NO. T-218877

A parcel of land ( Lot. 7 Blk. 5 of the consolidation plan Pcs-11-003850) being a portion of Lot. 4-B, Psc-11-087314 & Lot. 1,2,3 Pcs-112319-001359, situated at Barangay Magugpo, City of Tagum, Province of Davao del Norte; Island of Mindanao, xx

Containing and area of **THREE HUNDRED (300) SQUARE METERS**, more or less. xxx

That for and in consideration of the sum of **THREE HUNDRED FIFTY THOUSAND PESOS (P 350,000.00)** Philippines Currency, receipt of which is hereby acknowledged from the **VENDEE** the **VENDOR** does hereby, **SELL , CEDE, TRANSFER and CONVEY**, in a manner of absolute and irrevocable unto the said **VENDEE**, his heirs, successors and assigns, the above-described property together with the improvement found and existing thereon, free from all liens and encumbrances whatsoever.

That the above-described real property is mortgage by the **Vendor** in favor of the **PAG-IBIG** (Expanding Housing Loan Program of Home Development Mutual Fund).

That as part of the consideration of this sale, the **VENDEE** agrees to assume as he hereby assumes all the duties and obligations of the **VENDOR** imposed upon the latter in the aforementioned mortgage deed.

IN WITNESS WHEREOF, parties have hereunto set their hands this \_\_\_\_\_ day of \_\_\_\_\_, in Tagum City, Davao del Norte, Philippines.

**CRISTINA D. LUY**  
Vendor  
CTC No. 04955786  
Issued on. 01/18/08  
At Tagum City

**JOSEPHINE A. LUCAS**  
Vendee  
CTC No. 04965970  
Issued on 01/17/08  
At Tagum City

With my marital consent:

**MARC ANTHONY C. LUY**

Signed in the presence of 1. \_\_\_\_\_ and 2. \_\_\_\_\_

### ACKNOWLEDGMENT

BEFORE ME, a Notary Public, for and the City of Tagum, Dabvao del Norte, Philippines this \_\_\_\_\_ day of \_\_\_\_\_, personally appeared **CRISTINA D. LUY** and **JOSEPHINE A. LUCAS** with their Community Tax Certificate as above-named, who represented to me to be the same persons, who executed the foregoing instrument and acknowledged to me that the same is their free act and voluntary deed.

Witness my hand and seal on the date and place above-written.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of 2008

@jolas

Cancellation of service contract letter template. How to write a agreement cancellation letter. How to write a service agreement cancellation letter.

Write in a short tone about your decision<sup>3</sup> cancel the contract. Please briefly mention the reason for your cancellation<sup>3</sup> There is no need to explain in detail. Inform your decision<sup>3</sup> cancel the contract. Mention your reason<sup>3</sup> n shortly. Provide the necessary details to the reader to identify the right contract. This may be your account number associated with the contract or your name and address<sup>3</sup>. If you are satisfied with the services provided, appreciate them. Cancel the contract on a positive note. [Sender's name] [Address line<sup>2</sup> n][State, postal<sup>3</sup>][Date of letter][Recipient's name] [Address line<sup>2</sup> n][State, postal<sup>3</sup>][Subject: Normally in bold, it summarizes the intent<sup>3</sup> of the letter]-Optional-Dear [Recipient's name]. About account number 689802, I would like to inform you of my intention<sup>3</sup> n to interrupt the service. After checking the prices of other termite control specialists in the area, I realize that we have been paying too much for you. On top of that, their employees are rude when they come to treat our home. They park by blocking the entrance and talk for long periods of time with their cellphones. I'm sure you don't pay them for that. I certainly don<sup>3</sup> intend to. Yes, my bills are paid. I agree to close my account immediately. Sincerely, [Sender Name] [Sender Title]-Optional-[Indexes: Number]- Optional - cc: [Copy Recipient Name] - Optional - Other things to keep in mind when writing cancellation letters<sup>3</sup> suppliersCancellation letters<sup>3</sup> Cancellation letters are letters you write to a service provider, company or institution<sup>3</sup> informing them that you are not satisfied with your product, service or membership and that you want to stop using it. Cancellation letters can<sup>3</sup> be written for several things like canceling an insurance policy, cable service, rental agreement, a magazine subscription, a bank account, order, credit, etc. The reason why people issue cancellation letters<sup>3</sup>n is mainly due to an unsatisfactory or poor performance, not meeting expectations, and sometimes the lack of availability of funds. Cancellation letters are<sup>3</sup> written in a clear and concise manner. Go straight to the point and suggest the actions you expect to be taken. State clearly what you are canceling and explain your reason<sup>3</sup> n. If necessary, include details of what you are canceling, such as account details. Mention that you want to receive confirmation<sup>3</sup> that the cancellation has<sup>3</sup>. Indicate the clear steps you take if the cancellation<sup>3</sup> not in effect within the specified notice period. Finish the letter in a positive tone and ask the reader to acknowledge receipt. Send the letter well in advance<sup>3</sup> give sufficient notice to the reader. Letters to SellersLetters to Sellers are letters written to people or companies offering goods for sale. These letters may be written to request information<sup>3</sup> a product, terminate a contract with a supplier, or inform a supplier of the relocation<sup>3</sup> your business. If you own a business, writing to your suppliers is important, as it provides you and the recipient with proof that you actually request something or take action regarding a problem. It is also an effective way to communicate sensitive information<sup>3</sup> may not be communicated by telephone. Letters to suppliers must be written in the standard commercial letter format and must use an official letterhead. Start the letter with a statement<sup>3</sup> inform the recipient of the letter<sup>3</sup> purpose. Explain the letter in detail by providing all<sup>3</sup> information. For example, if you type terminate the contract with the recipient, enter the date you want to make the change. However, if letter is to inform the recipient of your business relocation<sup>3</sup> you must provide the new business<sup>3</sup> and address<sup>3</sup>. Be brief and use a professional tone. Finish with a positive tone and sign the letter with your full name. Whether you need to write polished letters of consent or confirmation letters<sup>3</sup> our customizable letter PDF templates will help you generate and organize letters for your company Ä Ä Ä Ä Ä free! To get started, customize and publish any of our free templates for confirmation letters,<sup>3</sup> letters, cover letters,<sup>3</sup> letters, recommendation letters<sup>3</sup> more. Submissions made through your on-line letter form will automatically be converted into polished professional PDFs that are easy to download, print and send by single e-mail. Using our PDF Editor, you can modify any letter template to suit your needs<sup>3</sup>. Feel free to change the fonts and colors, add a text box for the terms and conditions, write a personalized message and stamp your logo for a more personal touch. Your personalized letter template will instantly convert each form reply to easily accessible PDF. If you want to send your customers confirmation letters<sup>3</sup> copies of your submissions, simply set up an autoresponder and enable PDF attachments. With an automated letter template, you don't Ä have Ä write or order paper letters manually for your business again, again.

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