

DATE _____

To: _____

From: _____

Subject: Cancellation Of Meal Services

Dear _____,

Thank you for providing meals for our children for the past ____ years.

On behalf of _____, The purpose of this letter is to express our intent to terminate meal services as of _____.

Please feel free to contact me at _____. If you have any questions or need additional information.

Regards,

Director,