

Your Name
Your Address
City, State, ZIP Code
Email Address
Phone Number

Date: _____

Recipient's Name
Title/Position
Company/Organization Name
Address
City, State, ZIP Code

Subject: Cancellation Notification Grievance Submission Letter

Dear [Recipient's Name],

I am writing to formally submit a grievance regarding the notification I received on [Cancellation Notice Date] informing me of the cancellation of [Service/Product/Agreement Name or Reference Number].

I believe this decision was made without adequate justification and respectfully request a thorough review of my case. I would appreciate it if you could provide further information on the reasons for the cancellation and reconsider your decision based on the circumstances outlined below:

[Explain your situation, reasons for disagreement with the cancellation, and attach any supporting documents if necessary.]

I kindly request an opportunity to appeal this decision and look forward to your response.

Sincerely,

[Your Printed Name]