5701Tinker Diagonal

Midwest City

Oklahoma City,

OK-, USA 73110

25thMay, 2010

The Coxto Supply Company

1700 South Sooner Road

Midwest City, OK

Re:  Cancellation of Account with the organization urgently

Customer Reference: ABC 123

Dear Sir,

This letter is being written to let you know of an urgent requirement from my side for cancelling the existing account for the supply service with your organization (The Coxto Supply Company, Oklahoma). I would like to terminate the account by the last day of this month which is 31st of May, 2010. Kindly accept this letter as urgent and cancel the account by the month end.

I would like to thank the company staff for the excellent services I have received from your organization till date and would like to let you know that I am satisfied with your services.

Yours Sincerely,

Jim Smith