

## Letter of Cancellation of an Event

Hope for Life Foundation

Charlie Wilson

Block 33C, Central Bluebird Avenue, New Hampshire.

17<sup>th</sup> January 2017

Mr. Mark Lewis

Donors and Receivers Corp.

Block 21D, Hill Top Avenue, New Hampshire.

Dear [Recipients Name],

We regret to inform you that the fundraising ceremony of Hope for Life Foundation which was to be held on 18<sup>th</sup> January 2017 is canceled. The reason for cancellation is the sudden illness of our beloved chief guest Mr. Henry De Wheelock. He suddenly got sick and is going to have a major operation. We are praying for his good health. As being the founder of Hope foundation, we wish him to get well soon. A special Prayer ceremony is going to be held today in the Winston Church. Hope you will participate. The fundraising ceremony will be re-scheduled after three weeks. All the attendees will be informed formally about the day, date and timings. We apologize for any inconvenience. We hope that you understand our situation.

We look forward to seeing you soon.

Sincerely,

Charlie Wilson.

Assistant Manager, Hope for Life Foundation.