

March 16, 2022

Room 101, Customer Service
P.O. Box 290538
Port Orange, Florida 32129

Subject: Request cancellation, Invoice #204808

This letter is to inform you that I am canceling my reservation for a stay at the Encantada in Kissimmee, Florida for the dates of April 6-12, 2022. We will no longer be able to make the trip to Florida due to unforeseen family issues. In the future if we plan to visit Florida for vacation, we keep you in mind. Thank you in advance for your acceptance of this letter.

Respectfully,

A handwritten signature in cursive script that reads "Erica Simmons".

Erica Simmons
(915) 433-3948