

**CANCELLATION LETTER**

To: Goldsborough-Pike & Co, Collingwood Buildings, 38 Collingwood Street, Newcastle Upon Tyne, NE1 1JF

Our Client Reference Number: \_\_\_\_\_

I/We[\*] give this formal notice to *Goldsborough-Pike & Co.* for the immediate cancellation of the following services:

\_\_\_\_\_  
\_\_\_\_\_

I/We[\*] understand that I/We[\*] requested *Goldsborough-Pike & Co.* to begin work on the above services during the cancellation period and that they reserve the right and may request fees and/or disbursements for work completed and/or fees suffered up to the date of this cancellation. I/We[\*] understand that if such payment is requested it shall be immediately due to *Goldsborough-Pike & Co.* upon such request.

Name of Client(s): \_\_\_\_\_

Address of Client(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date:

[\*] *Delete as appropriate*