**Program Cancellation**

Date

Committee Member

Title

ABC Company

123 Alphabet St.

Thunder Bay, ON X0X X0X

Dear Committee Member:

It has come to my attention that the [Program Name] is no longer being offered. On behalf of the Board of Governors, the staff, and the students at Confederation College, I would like to express our sincere appreciation for your valuable contributions to the work of the advisory committee for this program.

I am confident that you will continue to follow the growth of Confederation College with great interest, and I hope we may benefit from your expertise again in the future. I take this opportunity to wish you all the best in your future endeavors.

Sincerely,

Michelle Salo, CPA, CGA

President

cc: *xxxxxx*, Coordinator