

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Artist's Name]

[Artist's Address]

[City, State, Zip Code]

Termination of Engagement

Dear [Artist's Name],

As per your request, this letter serves to formally terminate our engagement effective [termination date]. We appreciate the work you have done and the creativity you brought to our project.

We understand and respect your decision and wish you all the best in your future endeavors. Should you need any assistance or references in the future, please do not hesitate to reach out.

Thank you once again for your contributions.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Position]

[Your Company Name]