

# Artist Engagement Termination Letter

Date: [Insert Date]

To,

[Artist's Name]

[Artist's Address]

[City, State, ZIP Code]

Dear [Artist's Name],

We hope this message finds you well. We regret to inform you that due to personal reasons, we will have to terminate our engagement with you as [describe the role or project, e.g., "the lead artist for the upcoming exhibition"].

This decision was not made lightly, and we appreciate the contributions you have made thus far. Your talent and dedication have been greatly valued, and we are genuinely sorry to part ways.

As per our agreement, we will ensure that all outstanding payments are settled by [insert date]. Please also let us know how you would like to handle any remaining materials or unfinished work.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]