Musician Contract Termination Letter

Date: [Insert Date]
To: [Musician's Name]
[Musician's Address]
[City, State, Zip Code]
Dear [Musician's Name],
We regret to inform you that due to unforeseen circumstances, the scheduled gig on [Insert Date of Gig] has been canceled. As a result, we must terminate our existing contract effective immediately.
We appreciate the efforts you have made in preparation for this event, and we hope to work together for future opportunities. Please confirm the receipt of this termination letter.
Thank you for your understanding.
Sincerely,
[Your Name]
[Your Position]
[Company/Organization Name]
[Contact Information]