

Cancellation of Event Planner Agreement

Date: [Insert Date]

[Event Planner's Name]

[Event Planner's Company Name]

[Event Planner's Address]

[City, State, ZIP Code]

Dear [Event Planner's Name],

I am writing to formally cancel our event planner agreement dated [Insert Agreement Date]. Due to [provide reason for cancellation], we are unable to proceed with our planned event.

As per the terms outlined in our agreement, please consider this letter as my official notice of cancellation. I appreciate your understanding in this matter, and I hope to work together in the future under different circumstances.

Should you require any further information or discussion regarding this cancellation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Phone Number]

[Your Email Address]