

Letter of Cessation of Event Planning Services

Date: [Insert Date]

To: [Client's Name]

Address: [Client's Address]

Dear [Client's Name],

We hope this message finds you well. This letter is to formally notify you that we will be ceasing our event planning services effective [Insert Effective Date].

We have thoroughly enjoyed working with you and appreciate the trust you have placed in us to assist with your event planning needs. However, due to [insert reason if appropriate], we have made the difficult decision to discontinue our services.

We are committed to ensuring a smooth transition and will provide any necessary information or support during this time. Should you have any outstanding matters that need addressing, please do not hesitate to contact us before the cessation date.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]