

[Your Name]  
[Your Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Client's Name]  
[Client's Company Name]  
[Client's Address]  
[City, State, Zip Code]

Dear [Client's Name],

Subject: Contract Cancellation Notice

I hope this message finds you well. I am writing to formally notify you that, due to [reason for cancellation], we must cancel the event planning services outlined in our contract dated [contract date].

As per the terms of our agreement, we will refund any deposits made, minus any non-reimbursable expenses incurred up to this point.

I sincerely apologize for any inconvenience this may cause and appreciate your understanding. If you have any questions or need further clarification, please do not hesitate to contact me.

Thank you for your time and understanding.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company Name]