

# Event Planning Agreement Termination Letter

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

[Recipient Name]  
[Recipient Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our Event Planning Agreement dated [Start Date of Agreement]. As per the terms outlined in our contract, this letter serves as notice of my intention to terminate the agreement effective [Termination Date].

Due to [Reason for Termination], I believe this decision is in the best interest of all parties involved. I appreciate the efforts and services you have provided up to this point.

Please confirm the cancellation of our agreement and any subsequent steps we need to take to finalize this process. I would like to ensure a smooth transition and address any outstanding matters.

Thank you for your understanding. I wish you all the best in your future endeavors.

Sincerely,  
[Your Name]  
[Your Title, if applicable]