

# Contract Dissolution Letter

Date: [Insert Date]

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

[Recipient Name]  
[Recipient Address]  
[City, State, Zip]

Dear [Recipient Name],

We are writing to formally announce the dissolution of the event services contract dated [Insert Contract Date], effective immediately.

This decision is due to [briefly outline reason for dissolution]. We appreciate the services provided thus far, and we wish you success in your future endeavors.

Please acknowledge the receipt of this letter, and if there are any final matters we need to discuss, feel free to contact me at your earliest convenience.

Thank you for your understanding.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company Name]