

Termination of Event Planning Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you of the termination of our event planning services effective immediately. This decision has been made after careful consideration and is in accordance with the terms outlined in our service agreement.

We appreciate the opportunity to have worked with you on your events, but due to [specific reason or circumstances], we believe it is in the best interest of both parties to discontinue our services.

Please understand that we are committed to ensuring a smooth transition. We will provide you with any outstanding documents and information necessary for you to move forward. If you have any questions or require further assistance during this process, please do not hesitate to contact us.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]