

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I must withdraw my engagement as your photographer for the upcoming [specific event or occasion].

Due to [brief explanation of reason], I am unable to fulfill the commitment we discussed. This decision was not made lightly, and I sincerely apologize for any inconvenience this may cause you.

Thank you for your understanding, and I wish you all the best for your [event or occasion]. Please feel free to reach out if you require any recommendations for other photographers.

Warmest regards,

[Your Name]

[Your Photography Business Name]

[Your Contact Information]