

Chamber of Commerce

Date: [Insert Date]

To: [Advertiser's Name]

[Advertiser's Address]

Subject: Advertising Cancellation Notification

Dear [Advertiser's Name],

We hope this message finds you well. We are writing to formally notify you of the cancellation of the advertising agreement between [Chamber of Commerce Name] and [Advertiser's Company Name], effective immediately.

We appreciate the partnership we have had, but due to [insert reason if applicable], we have decided to discontinue any further advertising activities.

If you have any remaining balances or questions regarding this cancellation, please feel free to contact us at [contact information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Chamber of Commerce Name]

[Contact Information]