

Event Planning Service Cancellation Email

Subject: Service Cancellation - [Event Name] Planning Services

Dear [Client Name],

This email confirms the cancellation of event planning services for [Event Name] scheduled for [Date], as requested during our phone conversation on [Date].

Per our service agreement, cancellation with [X] days notice results in [specific cancellation terms]. We will process the refund of your deposit minus the cancellation fee within 5-7 business days to the original payment method.

Services completed prior to cancellation include:

- Venue research and initial bookings
- Vendor preliminary negotiations
- Event timeline development
- Guest list management setup

We will contact all vendors on your behalf to cancel provisional bookings made under our service agreement. However, any contracts you entered into directly with vendors will require your personal attention for cancellation.

All event materials, vendor contact lists, and planning documents will be transferred to you via email by [Date]. This includes all pricing negotiations and vendor communications for your records.

We understand that circumstances change, and we appreciate the opportunity to have worked with you during the initial planning phases. Should you decide to proceed with a smaller celebration or reschedule in the future, we would be happy to assist.

Please don't hesitate to contact us if you need any clarification regarding the cancellation process or final documentation transfer.

Best wishes,

[Your Name]

[Event Planning Company]

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