

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[DJ Service Provider's Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [DJ Service Provider's Name],
I hope this message finds you well.

I am writing to formally cancel the DJ services that I originally hired for [Event Name] scheduled on [Event Date]. Due to [reason for cancellation], I am unable to proceed with the booking.

According to our agreement, I understand there may be a cancellation policy in place. Please let me know the next steps regarding any deposits or fees.

Thank you for your understanding, and I apologize for any inconvenience this may cause.

Sincerely,
[Your Name]