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## Speaker, Artist, Performer Agreement

### Termination Letter Template – Instructions

#### Purpose

A written notice is used to terminate an executed contract.

#### Process

When a Speaker, Artist, Performer Agreement must be cancelled, issue a written notice to document the termination in accordance with the terms and conditions of the Agreement.

#### Procedure

1. Complete the template by filling in the blanks with the relevant information from the Speaker, Artist, Performer Agreement that was signed and is now needing to be terminated.
2. Ensure sufficient advance notice is provided, in accordance with Section 7 of the Speaker, Artist, Performer Agreement.
3. The letter should be signed by the same individual that signed the Speaker, Artist, Performer Agreement. Electronic signature is acceptable.
4. Send the letter to the Speaker, Artist, Performer, send a copy to ASU Office of General Counsel at [OGC](#), maintain a copy with your contract file.