

<Date>

<Recipient Name>

<Recipient Company>

<Recipient Address>

RE: Speaker/Artist/Performer Agreement dated <DATE AGREEMENT WAS ENTERED INTO>

Dear <Mr./Ms. NAME>:

This letter serves as ASU’s written notice of termination of the above referenced Agreement between the Arizona Board of Regents for and on behalf of Arizona State University and <COMPANY NAME>. ASU is terminating for convenience and this advance notice is at least <NUMBER OF DAYS>, in accordance with Section 7 of the Agreement.

<USE THIS PARAGRAPH IF ASU HAS MADE FULL OR PARTIAL PAYMENT>. Please issue a refund in the amount of <$DOLLARS PAID TO SPEAKER IN ADVANCE> at your earliest convenience.

ASU extends appreciation for your interest in working with us. If you have any questions or concerns, please don’t hesitate to contact <NAME OF CONTACT> at <PHONE OR EMAIL CONTACT>.

Sincerely,

<NAME OF CONTRACT SIGNER>

<TITLE OF CONTRACT SIGNER >