Date

To

Recipient Name

Street Address, City, ST ZIP Code

Hello [Prospect name],

It is to inform you that (Name 1) and (Name 2) have broken off their engagement. The decision is mutual and both of them have ended their relationship on peaceful terms. The reason for this decision is personal. Both parties have requested to respect their privacy.

The wedding which was planned to take place in November this year has, therefore, been canceled. The ex-couple apologizes to all family members, friends and acquaintances for any inconvenience and is grateful to everyone for their cooperation.

Regards,  
Your name