

Letter of Contract Conclusion

Date: [Insert Date]

To: [Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

We are writing to formally conclude the freelance contract dated [Insert Contract Date] regarding [Description of Work]. We appreciate the effort and dedication you have shown throughout the project.

As per the terms of our agreement, the final deliverables have been received and approved on [Insert Approval Date], and all payments have been made in full.

Please let us know if there are any outstanding matters that need to be addressed before we close this contract. We wish you the best in your future endeavors and hope to work together again.

Thank you for your collaboration.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]