

Contract Cancellation Notice

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Dear [Freelancer's Name],

I hope this message finds you well. I am writing to formally notify you of the cancellation of our freelance contract dated [Insert Contract Date]. Unfortunately, due to [reason for cancellation], I find it necessary to terminate our agreement.

As stipulated in our contract, I am providing [insert notice period, if applicable] notice of this cancellation. All outstanding payments for completed work will be settled by [insert payment date].

If you have any questions or concerns, please feel free to reach out.

Sincerely,

[Your Name]