

Freelance Service Termination Letter

Date: [Insert Date]

Client Name: [Client's Name]

Client Address: [Client's Address]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I am terminating our freelance service agreement, effective [Termination Date]. This decision has not been made lightly, and I appreciate the opportunity to have worked together.

As per our agreement, I will ensure that all outstanding work is completed and delivered to you by [Final Delivery Date]. Any pending invoices will also be settled promptly.

Thank you for the collaboration and trust you have placed in me. I wish you and your team all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]