

Freelance Contract Cancellation Notice

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, ZIP Code]

Email: [Freelancer's Email]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, ZIP Code]

Dear [Client's Name],

I am writing to formally notify you of my decision to cancel the freelance contract dated [Insert Contract Date], for [Description of Services]. This notice is being provided as per the terms outlined in our agreement.

The cancellation will be effective as of [Insert Effective Date], allowing adequate time for any necessary transition. Please confirm the receipt of this notice at your earliest convenience.

I appreciate the opportunity to have worked together and hope to maintain a positive professional relationship in the future.

Thank you for your understanding.

Sincerely,

[Freelancer's Name]

[Freelancer's Signature (if sending a hard copy)]