

# Freelance Job Cancellation Letter

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Cancellation of Freelance Job**

Dear [Client's Name],

I hope this message finds you well. I am writing to formally inform you that I must cancel our current freelance job titled "[Job Title]" due to [reason for cancellation].

I appreciate the opportunity to work with you and understand the importance of this project. Unfortunately, [brief explanation of the situation].

Please let me know if there are any next steps you would like me to follow, or if you need any additional information from my side.

Thank you for your understanding.

Best regards,

[Your Name]