

Project Discontinuation 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 inform you that, due to [reason for discontinuation], I will no longer be able to continue working on the [Project Name] project effective immediately.

I appreciate the opportunity to have collaborated with you and the experiences gained while working on this project. I am committed to ensuring a smooth transition and will assist in transferring any necessary materials to you or another freelancer.

Thank you for your understanding. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]