

Conclusion of Freelance Services

[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]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally conclude the freelance services we have been working on together for [Project Name].

Throughout the course of our collaboration, I have thoroughly enjoyed working on this project and appreciate the opportunity to contribute to your goals. I am proud of the outcomes we achieved and the solutions implemented.

As of [End Date], I consider our services successfully completed. Please find attached all the final deliverables as per our agreement:

- [Deliverable 1]
- [Deliverable 2]
- [Deliverable 3]

Should you need any further assistance or clarification, please do not hesitate to reach out. Thank you once again for your trust in my services.

Wishing you continued success in your endeavors.

Best regards,

[Your Name]

[Your Title/Position]