

Letter for Termination of Freelance Contract

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I regret to inform you that due to unforeseen financial constraints, I must terminate our freelance contract dated [Insert Contract Date]. This decision was not made lightly, and I have greatly valued the opportunity to work with you and your team.

Please consider this letter as [Insert Notice Period, if applicable] notice of termination, as per the terms of our contract. I will ensure that all outstanding work is completed and delivered to you by [Insert Last Working Date].

I appreciate your understanding in this matter and hope to collaborate again in the future when circumstances allow. Thank you for the opportunity and for your support during our time working together.

Sincerely,

[Freelancer's Name]

[Freelancer's Contact Information]