

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 am writing to formally notify you of my decision to terminate our freelance contract, effective [Termination Date]. This decision has been made for personal reasons, and it was not an easy choice for me.

I appreciate the opportunities and experiences I have gained while working with you on [Project/Contract Name]. I am committed to ensuring a smooth transition, and I will be available to wrap up any outstanding tasks before my departure.

Thank you for your understanding. I hope to keep the lines of communication open for future collaborations or opportunities.

Sincerely,
[Your Name]