

Freelance Service Termination Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to terminate our freelance services agreement effective [Insert Termination Date]. This decision was not made lightly, and I appreciate the opportunities and experiences I have gained while working with you.

As per our agreement, I will ensure that all outstanding work is completed by the termination date. Please let me know if there are any specific tasks you would like me to prioritize during this period.

Thank you for your understanding and cooperation. I wish you and your team the best in your future endeavors.

Sincerely,

[Your Name]