

# Freelance Seasonal Break Notice

Date: [Insert Date]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you that I will be taking a seasonal break from my freelance services beginning on [Start Date] and returning on [End Date]. During this time, I will not be available for any projects or communications.

I appreciate the support and understanding during this period. If you have ongoing projects, I will ensure that they are completed to the best of my ability before my break begins. I am happy to discuss any urgent needs prior to my time off.

Thank you for your understanding, and I look forward to continuing our work together upon my return.

Best regards,

[Your Name]

[Your Contact Information]