

# Freelance Contract Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Company Name]

[Recipient's Address]

[City, State, ZIP Code]

## **Subject: Contract Cancellation Notice**

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally notify you that I am canceling my freelance contract with [Recipient's Company Name], effective immediately as of [Last Working Day].

This decision was not easy, but due to [brief reason, if comfortable sharing], I believe this is the best course of action for both parties. I appreciate the opportunities I've had while working with you and your team.

Please let me know how to proceed with any outstanding matters, including final payments and deliverables. I am committed to ensuring a smooth transition.

Thank you for your understanding.

Sincerely,

[Your Name]