

Contract Cancellation Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To,

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Cancellation of Freelance Contract

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel the freelance contract dated [Insert Contract Date], regarding [Insert Project/Service].

This decision has not been easy, but due to [brief reason for cancellation, e.g., personal circumstances, project scope changes, etc.], I believe it is in the best interest of both parties.

As per the terms outlined in our agreement, I will ensure that all completed work is submitted and any outstanding payments are processed by [Insert Date].

Thank you for the opportunity to work with you. I appreciate your understanding and support during this transition.

Sincerely,

[Your Name]