

Project Discontinuation Letter

Date: [Insert Date]

Client Name: [Insert Client Name]

Client Address: [Insert Client Address]

Dear [Client Name],

I hope this message finds you well. I am writing to formally inform you that I will be discontinuing our project titled "[Project Title]" effective immediately. This decision was not made lightly, but due to [brief reason for discontinuation, e.g., personal circumstances, changing priorities, etc.], I believe it is in the best interest of both parties.

I appreciate the opportunity to work with you and the collaboration we've had to date. I will ensure that all pending work is handed over appropriately and be available to provide any further assistance during this transition period.

Thank you for your understanding. I wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Contact Information]