

# Project Termination Notification

Date: [Insert Date]

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

## **Subject: Termination of Freelance Project**

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you of the termination of our freelance project, [Project Name], effective immediately as of [Termination Date].

Due to [brief explanation of reasons, e.g., unforeseen circumstances, financial constraints], I regret to inform you that I am unable to continue with the project. This decision was not made lightly, and I appreciate the opportunity to have worked with you.

Please let me know if there is any outstanding work or final details that need to be addressed. I hope we can part on good terms.

Thank you for your understanding.

Sincerely,

[Freelancer's Name]

[Freelancer's Email]

[Freelancer's Phone Number]