

Cancellation of Freelance Services

Date: [Insert Date]

To,

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. I am writing to formally notify you of my decision to cancel our freelance service agreement regarding [specific services] that was initiated on [start date]. After careful consideration, I believe this is the best course of action.

As per the terms outlined in our contract, I am providing you with [number of days] days' notice. My last working day will be [last working date]. I will ensure that all outstanding work is completed by this date, and I will provide you with all necessary materials and documentation.

I appreciate the opportunity to work with you and wish you all the best in your future projects. Please feel free to reach out if you have any questions or need further assistance during the transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]