

Freelance Agreement Cancellation Notice

Date: [Insert Date]

To,

[Freelancer's Name]

[Freelancer's Address]

[City, State, Zip Code]

Subject: Cancellation of Freelance Agreement

Dear [Freelancer's Name],

I hope this message finds you well. This letter is to formally notify you that I am cancelling our Freelance Agreement dated [Insert Agreement Date]. The cancellation is effective immediately as per the terms of our agreement.

[Optional: Insert reason for cancellation]

Please let me know if you have any outstanding invoices or materials that need to be addressed. I appreciate your understanding and thank you for your work thus far.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]