

Freelance Contract Termination Notice

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Client's Name]
[Client's Company Name]
[Client's Address]
[City, State, Zip Code]

Dear [Client's Name],

I hope this message finds you well. This letter serves as a formal notice to terminate our freelance contract dated [Contract Date], effective [Termination Date].

As per the terms outlined in our agreement, I am providing you with [number] days' notice of my intention to end our working relationship. The decision to terminate this contract was not made lightly, and I appreciate the opportunity to have worked together.

Upon finalization of this contract termination, I request the settlement of any outstanding balances for services rendered up to [Termination Date]. Thank you for your understanding.

Wishing you all the best in your future endeavors.

Sincerely,
[Your Name]