

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

[Client Name]

[Client Title]

[Client Company Name]

[Client Address]

[City, State, ZIP Code]

Dear [Client Name],

We are writing to formally conclude our consultancy engagement which commenced on [Start Date]. It has been a pleasure working with you and your team on [Project/Engagement Title]. We are proud of the progress made and the results achieved during this period.

As of [End Date], we will be concluding our services. Should you need any further assistance or have questions post-engagement, please feel free to reach out.

Thank you again for the opportunity to collaborate. We wish you continued success in your endeavors.

Sincerely,

[Your Name]

[Your Title]