

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

[Client's Name]  
[Client's Title]  
[Client's Company]  
[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 withdraw from the consulting engagement between [Your Company] and [Client's Company], effective immediately.

This decision was not made lightly, and I appreciate the opportunities we have explored together. However, due to [brief reason for withdrawal, if appropriate], I believe it is in the best interest of both parties to terminate our engagement at this time.

I will ensure that all outstanding matters are concluded, and I am happy to assist in the transition process as necessary. Please feel free to reach out if you have any questions or require further information.

Thank you for your understanding. I wish you and [Client's Company] continued success in your endeavors.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company]