

# Client Exit Discussion Scheduling

Dear [Client's Name],

We hope this message finds you well. As part of our commitment to ensuring a smooth transition, we would like to schedule a discussion regarding your exit from our services.

Please let us know your availability for a meeting in the upcoming week. We propose the following dates:

- [Date Option 1]
- [Date Option 2]
- [Date Option 3]

Your feedback and insights are valuable to us, and we look forward to discussing your experience and any final steps we need to address.

Thank you for your attention. Please respond at your earliest convenience.

Best regards,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]