

# Client Exit Review Process

Date: [Insert Date]

To: [Client Name]

From: [Your Company Name]

Subject: Client Exit Review

Dear [Client Name],

We would like to take this opportunity to thank you for your business and the time we have spent working together. As part of our Client Exit Review Process, we aim to gather feedback and insights regarding your experiences with our services.

## 1. Overview of Services Used

[List the services/products used by the client]

## 2. Reasons for Termination

[State the reasons provided by the client for terminating the services]

## 3. Feedback and Suggestions

[Encourage the client to provide feedback on their experience and any suggestions for improvement]

## 4. Concluding Remarks

We appreciate your honesty and will use your feedback to enhance our services. If you have any further questions or need assistance during this transition, please do not hesitate to contact us.

Thank you once again for your partnership. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Contact Information]