

# Termination of Professional Services

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

This letter serves as a formal notice of termination of professional services at your request, effective immediately. As per our recent discussions, we understand that you have decided to discontinue our services.

We appreciate the opportunity to have worked with you and are grateful for your trust in our services. We will ensure that any outstanding tasks are completed, and all relevant materials are handed over promptly.

If you have any questions or need further assistance during this transition, please do not hesitate to reach out.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]