

Notification of Consulting Service Withdrawal

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to formally notify you that we will be withdrawing our consulting services effective [Insert Effective Date]. This decision was not made lightly, and we appreciate the opportunity to have worked together.

We will ensure a smooth transition and wrap up all outstanding tasks by the effective withdrawal date. If you have any questions or need further assistance during this period, please do not hesitate to contact us.

Thank you for your understanding and support. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]