

Request to Discontinue Consulting Services

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

[Date]

[Consultant's Name]
[Consulting Firm's Name]
[Firm's Address]
[City, State, Zip Code]

Dear [Consultant's Name],

I hope this message finds you well. I am writing to formally request the discontinuation of consulting services provided by [Consulting Firm's Name], effective [end date]. This decision has not been made lightly, and I appreciate the support and guidance you have provided thus far.

Please let me know if there are any final actions required on my part to complete this process.

Thank you for your understanding.

Sincerely,
[Your Name]