

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Address]

[City, State, Zip Code]

Subject: Termination of Client Relationship

Dear [Client's Name],

We regret to inform you that we have decided to terminate our professional relationship effective [Termination Date]. This decision was not made lightly, but after careful consideration, we believe it is in the best interest of both parties.

We appreciate the opportunity to work together and value the business relationship we have established. We will ensure that all outstanding matters are concluded and that any necessary transition takes place smoothly. Please let us know how we can assist you during this period.

Thank you for your understanding, and we wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]