

Subject: Formal Notification of Client Exit

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company Name]

[Client's Company Address]

[City, State, Zip Code]

Dear [Client's Name],

We are writing to formally notify you that, effective [Exit Date], we will be concluding our business relationship. This decision has been made after careful consideration, and we want to ensure a smooth transition for both parties involved.

Please let us know if there are any final actions or documents you require from us before the exit date. We appreciate the opportunity to have worked with you and wish you the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]