

Notice of Client Termination

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We regret to inform you that we are terminating our services with you effective immediately on [Insert Termination Date]. This decision was made after careful consideration.

We appreciate the opportunity to work with you and wish you the best in your future endeavors. Please ensure that any outstanding accounts are settled at your earliest convenience.

If you have any questions or need further clarification, feel free to contact us at [Insert Contact Information].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Phone Number]

[Your Email Address]