

# Termination of Client Services

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We regret to inform you that we will be terminating our services with you as of [Termination Date]. This decision has not been made lightly, and we appreciate the opportunity to have worked with you.

As per our agreement, please ensure that all outstanding payments are settled prior to the termination date. We are committed to making this transition as smooth as possible and will be available to assist you in this process.

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

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]