

Audit Professional Relationship Termination

Date: [Insert Date]

[Recipient's Name]
[Recipient's Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally notify you of the termination of our professional audit relationship effective [Insert Termination Date]. This decision was made after careful consideration and reflects our desire to explore new directions for our audit needs.

We appreciate the services and support that you and your team have provided during our time working together. Your expertise has been invaluable, and we are grateful for the professionalism shown throughout our collaboration.

We will ensure a smooth transition and will work closely with you to finalize any outstanding matters before the termination date. Please let me know if there are any specific procedures or requirements necessary on your part.

Thank you once again for your support. We wish you and your team the best in your future endeavors.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]