

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Audit Firm Name]

[Audit Firm Address]

[City, State, Zip Code]

Dear [Audit Firm Contact Name],

We appreciate the services that [Audit Firm Name] has provided to us. However, after careful consideration, we have decided to terminate our engagement with your firm effective [Termination Date]. This decision has been made in accordance with the terms outlined in our agreement.

Please provide us with any outstanding reports or documentation pertaining to the audit services rendered to date. Additionally, we request that you conclude any open matters by the termination date.

We thank you for your services and wish your firm continued success in the future.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]