

# **[Your Company Name]**

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

## **[Recipient's Name]**

[Recipient's Title]

[Recipient's Company Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally inform you that, after careful consideration, we have decided to cease our audit services for [Client's Company Name]. This decision will be effective as of [Effective Date].

We appreciate the opportunity to have worked with you over the past [Duration of Service] and wish you and your team continued success in the future.

Please let us know if you require any further information or if we can assist you during this transition.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]