

Termination of Audit Engagement

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We are writing to officially notify you of the termination of our audit engagement effective [Termination Date]. In accordance with our agreement and the professional standards governing our services, we believe it is in the best interest of both parties to conclude this engagement at this time.

We appreciate the opportunity to have worked with you and your team, and we sincerely thank you for your collaboration and support during our engagement period. We aim to ensure a smooth transition and would be happy to assist you with any questions or further information needed regarding the finalization of our work.

Please feel free to reach out to us at [Your Phone Number] or [Your Email Address] if you need any assistance or guidance in the future.

Thank you once again, and we wish you the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]