

# Consultancy Services End Notification

Date: [Insert Date]

To:

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. This letter serves as an official notification regarding the conclusion of our consultancy services as per the agreement dated [Insert Date of Agreement].

Our services will be concluding on [Insert End Date], and we would like to take this opportunity to express our gratitude for entrusting us with your consultancy needs. We have enjoyed working with you and hope that you have found our services beneficial.

Please ensure that all outstanding invoices are settled by [Insert Settlement Date]. Should you require any further assistance or have questions regarding our previous work, do not hesitate to contact us.

Thank you once again for your collaboration. We wish you continued success in all your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]