

Client Service Termination Notice

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We regret to inform you that we will be terminating our services effective [Termination Date]. This decision was made after careful consideration and is consistent with our company's policies.

We appreciate the opportunity to have served you and are committed to ensuring a smooth transition. Please find enclosed any necessary documentation for your records.

If you have any questions or require further assistance, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Company's Address]

[City, State, Zip Code]