

Client Retainer Agreement Termination

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

This letter serves as formal notification of the termination of the client retainer agreement dated [Insert Agreement Date] between [Your Company Name] and yourself.

The agreement shall be considered terminated effective [Insert Termination Date]. As per the terms outlined in our agreement, all outstanding services shall be completed, and any remaining balances settled by this date.

We appreciate the opportunity to work with you and wish you the best in your future endeavors. If you have any questions or require further clarification, please do not hesitate to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]