

Client Relationship Concluding Notification

Date: [Insert Date]

[Client's Name]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally notify you that we will be concluding our client relationship effective [Insert Date]. This decision was made after careful consideration and is based on [brief reason, if appropriate].

We appreciate the opportunity to work with you and value the trust you placed in us. Should you have any outstanding matters, please let us know, and we will ensure they are addressed promptly.

Thank you once again for your partnership. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]