

Client Service Termination Letter

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Dear [Client Name],

We regret to inform you that we will be terminating our services effective [Insert Termination Date]. This decision has not been made lightly, and we appreciate the opportunities we have had to work with you.

If you have any outstanding matters that need to be addressed or any questions regarding this termination, please do not hesitate to reach out to us before the termination date. We will ensure a smooth transition and will do our best to assist you during this period.

Thank you for your understanding and the trust you placed in our services. We wish you all the best in your future endeavors.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Your Contact Information]