

Dear [Client's Name],

I hope this message finds you well. I want to take a moment to express my gratitude for the opportunity to work with you and your team over the past [duration of the relationship]. It has been a valuable experience, and I truly appreciate the trust you placed in our services.

After careful consideration, we have decided to discontinue our business relationship. This decision was not made lightly, and it is due to [reason for ending the relationship, e.g., aligning business objectives, resource reallocations, etc.]. We believe this is in the best interest for both parties moving forward.

We are committed to ensuring a smooth transition and will assist in wrapping up any ongoing projects. Should you need any further assistance or have questions during this period, please do not hesitate to reach out.

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

Warm regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]