

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Client's Name]

[Client's Company]

[Client's Address]

[City, State, Zip Code]

Dear [Client's Name],

We hope this message finds you well. We are writing to formally inform you that as of [End Date], we will be ending our client relationship with [Client's Company].

This decision was not made lightly, but after careful consideration, we believe it is in the best interest of both parties. Please be assured that we are committed to providing any necessary transition support during this period.

If you have any questions or need further assistance, feel free to contact us at [Your Email Address] or [Your Phone Number]. We appreciate the opportunity to have worked with you and wish you all the best in your future endeavors.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Company]