

LETTER TO DISCONTINUE SERVICE TO CLIENT

DATE

[Client's Name]

[Client's Street Address]

[Client's City, State, and Zip Code]

Dear [Client's last name]

Please be informed that as of [Date], [Firm Name] will no longer provide services to you on a professional basis and will discontinue our relationship due to [reasons-optional].

Our service to you included [list services provided]

Our company is currently working on the following projects for [Client Name] as of the date of this letter

[list of work in progress]

OR

We do not currently have any work for [Client Name] in progress as of the date of this letter.

Our company is still owed \$[XXX] for the [Name of service rendered] to you.

All original documents that you gave us in connection with earlier engagements have since been returned to you. We will preserve our working paper files in accordance with our firm's record retention policy. These files are the property of our firm. All of the original documents that were given to us for [Client Name] are enclosed. They consist of the following:

[Describe/list the client's original records to be returned]

OR

Please be aware that on [Date], your access to your client portals will expire. Up until this point, you can access copies of the records in the portal. We will preserve our working paper files in accordance with our firm's record retention policy. These files are the property of our firm.

Please direct all of your questions regarding this letter through [email] or [phone]

Thanks for your understanding regarding this matter.

Sincerely

Signature

Name