

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Realignment of Tax Practice and Disengagement of Services

Dear [Client Name],

We are writing to inform you of upcoming changes to our firm's service offerings. After a strategic review of our operations, [Firm Name] has decided to realign our tax practice area to focus on [Specific Niche/Industry/Service Type].

As a result of this realignment, we regret to inform you that we will no longer be able to provide tax preparation or consulting services for [Client Name/Company Name] effective [Date].

Please note the following important information regarding this transition:

- **Current Engagements:** We will complete all work currently in progress for the [Year] tax year, provided all necessary documentation is received by [Deadline Date].
- **Future Filings:** Our services will formally conclude on [Final Date]. You will need to engage a new tax provider for any filings or advisory needs occurring after this date.
- **Records:** We recommend that you secure a new provider as soon as possible to ensure a smooth transition. We will cooperate with your new firm to provide necessary records and carryover information upon receipt of a signed authorization form.
- **Deadlines:** Please be mindful of upcoming statutory deadlines, including [Specific Deadline, e.g., April 15th]. It is your responsibility to ensure timely filings once our engagement concludes.

We have truly valued our professional relationship and thank you for the opportunity to have served you. If you require recommendations for a new tax professional, we would be happy to provide a list of firms that may be a good fit for your specific needs.

If you have any questions regarding this notification, please contact [Name] at [Phone Number] or [Email].

Sincerely,

[Your Name/Partner Name]

[Firm Name]