

WITHDRAWAL AND TERMINATION OF SERVICES LETTER AGREEMENT

Date: [Insert Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

RE: Notice of Termination of Professional Services

Dear [Client Name],

This letter serves as formal notification that [Your Name/Company Name] will be withdrawing from our professional relationship and terminating the provision of services effective [Insert Date].

Reason for Termination:

[Insert brief reason, e.g., completion of project, non-payment, conflict of interest, or notice as per contract terms.]

Final Deliverables and Status:

As of the termination date, the status of our current work is as follows:

[List pending tasks, completed items, or final status of the file.]

Financial Obligations:

Our records indicate an outstanding balance of \$[Amount]. Please remit payment by [Date].

[Optional: Attached is the final invoice.]

Transfer of Records:

We have enclosed [or will make available] all original documents and property belonging to you. Please let us know if you require these files to be transferred to a new service provider by [Date].

Effective Date:

After [Insert Date], we will perform no further services on your behalf. We recommend that you secure new representation or services immediately to ensure your interests are protected regarding [Insert specific deadlines or legal statutes if applicable].

Please sign and return a copy of this letter to acknowledge receipt of this notice and the termination of our agreement.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company]

Acknowledgment:

I, [Client Name], acknowledge receipt of this notice and understand that the professional relationship is terminated as of the date specified above.

Signature: _____ Date: _____