

[Date]

[Client Name]

[Client Company Name]

[Address]

[City, State, Zip]

Subject: Project Conclusion and Partnership Wrap-up

Dear [Client Contact Name],

This letter serves as formal notification that [Agency Name] will be concluding its professional services for [Client Company Name], effective [Date]. We have enjoyed our partnership and are proud of the work we have accomplished together, including [List 1-2 key achievements].

All final deliverables have been shared via [Method of Delivery], and your final invoice is attached to this email. Please let us know if you have any questions regarding the final hand-off of assets or account access.

As we wrap up our engagement, we would greatly appreciate your feedback. Your insights help us improve our services and better serve our future partners. Please take a few minutes to complete our brief Agency Exit Survey at the link below:

[Link to Survey]

Thank you for the opportunity to work with your team. We wish [Client Company Name] continued success in all future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Agency Name]