

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Re: Notice of Completion and Disengagement - [Tax Year/Type] Audit

Dear [Client Name],

We are writing to formally confirm the completion of our services regarding the [Internal Revenue Service / State Tax Authority] audit for the tax year(s) [Year].

The matter concluded with [Briefly state outcome, e.g., a "no-change" letter / a final settlement / an adjusted assessment]. Our professional relationship regarding this specific audit is now concluded.

Status of Records

We are returning your original documents herewith. We will maintain a digital copy of our work papers for [Number] years in accordance with our record retention policy. After this period, the files will be destroyed.

Final Billing

Enclosed is our final invoice for services rendered. Please ensure payment is made by [Date].

Future Responsibilities

Please note that our firm is no longer authorized to represent you before the tax authorities for this matter. Any future notices or inquiries from the tax authorities regarding this or other periods should be handled independently or will require a new engagement letter.

Thank you for allowing us to assist you with this matter. If you have any questions, please contact us.

Sincerely,

[Your Name/Signature]

[Firm Name]