

[Your Name/Company Name]
[Your Address]
[City, State, Zip Code]
[Date]

[Client Name]
[Client Address]
[City, State, Zip Code]

RE: NOTICE OF WITHDRAWAL OF SERVICES

Dear [Client Name],

Please accept this letter as formal notification that [Your Company Name] is terminating our professional relationship and withdrawing from [Project Name/Service Agreement], effective [Date].

This decision has been made due to recent discoveries regarding deceptive practices and the provision of misleading information. These actions constitute a breach of the trust necessary for a productive professional partnership and violate the terms of our agreement regarding [specific clause, e.g., transparency and good faith].

As a result of this withdrawal:

- All work on your account will cease immediately.
- Final deliverables completed up to this date are attached.
- A final invoice for services rendered through [Date] is enclosed.

We will return any original documents or materials provided by your office within [Number] business days. Please provide instructions on where to send these materials if different from the address above.

Respectfully,

[Your Signature]

[Your Printed Name]
[Your Title]