

Informal Client Termination Message

Subject: Ending Our Collaboration

Hi [Client Name],

I wanted to reach out personally to let you know that we will no longer be able to provide services to your organization starting [Termination Date]. This was not an easy decision, but it is necessary under the current circumstances.

We appreciate all the collaboration weâ€™ve shared and hope we can part on good terms. Feel free to contact us for any final details or questions.

Best,

[Your Name]

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