

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

[Recipient Name]
[Recipient Title]
[Consulting/Advisory Firm Name]
[Recipient Address]
[City, State, Zip Code]

RE: Termination of Advisory Services Agreement

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the advisory services agreement dated [Start Date of Contract] for [Description of Services].

Pursuant to the terms of our agreement, this termination will be effective as of [Final Date of Service].

In accordance with this notice, please perform the following actions by the effective date:

- Cease all work related to our account.
- Provide a final invoice for services rendered up to the termination date.
- Return all proprietary information, data, and company assets currently in your possession.
- Deliver any pending reports or work-in-progress deliverables as specified in our contract.

We appreciate the advice and support provided during our engagement and wish your firm the best in its future endeavors.

Please acknowledge receipt of this letter and confirm the final transition steps by signing below or replying via email.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]