

[Date]

[Client Name]

[Client Address]

[City, State, Zip Code]

Subject: Termination of Professional Services

Dear [Client Name],

This letter is to formally notify you that [Accounting Firm Name] will no longer provide individual tax return preparation services for you, effective [Date].

As of the date of this letter, we have completed the following services: [List services completed, e.g., 2023 Federal Tax Return].

Please be advised that we will not be responsible for preparing your tax returns for the upcoming tax year or any future periods. It is your responsibility to engage a new tax professional to ensure you meet all filing deadlines, including [List upcoming deadline, e.g., April 15th].

Regarding your records: [Select one option below]

- We have returned all original documents provided to us.
- We are enclosing your original documents with this letter.
- Your original documents are available for pickup at our office until [Date].

We recommend that you retain all tax records for at least seven years. We will maintain our internal work papers in accordance with our retention policy.

If you have any questions regarding this transition, please contact us before [Date]. We wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Name/Title]

[Accounting Firm Name]