

[Date]

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

Subject: Disengagement of Accounting Services

Dear [Client Name],

This letter is to formally confirm that [Your Firm Name] will no longer be providing accounting services to [Client Name], effective [Final Date of Service].

The scope of our services will conclude after the completion of [List specific final tasks, e.g., the Q3 tax filing]. Following this date, we will no longer be responsible for your financial record-keeping, tax filings, or regulatory compliance.

Important Deadlines and Requirements:

- [Upcoming Deadline 1, e.g., Annual Tax Return due on March 15th]
- [Upcoming Deadline 2, e.g., Payroll Tax Deposit due on the 15th]

Please ensure you engage a new service provider promptly to avoid any lapses in filing or penalties. We are happy to coordinate the transfer of your digital files and records to your new accountant once we receive your written authorization.

Enclosed/Attached are your original documents provided to us during the course of our engagement. We will retain copies of our work papers for our records in accordance with our firm's retention policy.

Any outstanding invoices for services rendered through [Final Date of Service] remain due and payable. Please settle the remaining balance of \$[Amount] by [Due Date].

We have appreciated the opportunity to work with you and wish you success in your future endeavors.

Sincerely,

[Your Name/Signature]
[Your Title]
[Your Firm Name]