

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Agency/Organization Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Termination of Services

I hope this message finds you well.

This letter is to formally inform you that the professional services provided to you will be terminated effective [termination date].

The decision to terminate services is based on [brief explanation of the reason, e.g., completion of goals, lack of engagement, etc.]. I believe that this decision is in the best interest for [Client's Name].

Please be assured that any necessary referrals will be provided to ensure continuity of support. You are encouraged to reach out if you have any questions or need further assistance during this transition.

Thank you for allowing me to be a part of your journey.

Sincerely,

[Your Name]
[Your Title]
[Agency/Organization Name]