**Client Termination Letter Template**

Dear Mr. Johnson,

We regret to inform you that we will no longer be able to provide marketing consultancy services to your business, Effective October 15, 2023. We value the time we have spent working with you and appreciate the opportunity to serve your needs.

We understand that this change may cause some inconvenience for you, and we apologize for any disruption this may cause. We will do our best to make the transition as smooth as possible.

Please note that we are required to maintain your confidential marketing strategy and campaign records for a certain period of time as required by law. If you would like us to transfer your records to another marketing consultancy firm, please let us know as soon as possible, and we will make arrangements to do so.

We wish you the best of luck with your future marketing endeavors and are available to answer any questions you may have during this transition.

Sincerely,

BrightIdeas Marketing Solutions