

ACCOUNTANT CLIENT TERMINATION LETTER

Client Name: _____ Account Number: _____

Accounting Firm Information:

Firm Name: _____

Address: _____

Phone: _____

Email: _____

Client Information:

Full Name / Company Name: _____

Address: _____

Phone: _____

Email: _____

Subject:

Termination of Accounting Services Engagement

Dear Client,

This letter serves as formal notification that [Accounting Firm Name] (Firm) is terminating its accounting services engagement with you (Client) effective immediately. This termination is in accordance with the terms and conditions of our engagement letter, applicable professional standards, and governing law.

Reason for Termination

The Firm may terminate the engagement for any lawful reason, including but not limited to non-payment of fees, failure to provide necessary information, conflicts of interest, or other circumstances making continued representation impractical or inappropriate.

Outstanding Fees and Deliverables

Client remains responsible for payment of all fees and expenses incurred up to the date of termination. The Firm will provide Client with all work product, documents, and records to which Client is entitled, subject to payment of outstanding balances and applicable law.

Confidentiality and Data Security

Both parties shall continue to maintain confidentiality and protect any sensitive information obtained during the engagement in accordance with applicable professional and legal obligations.

Return of Client Property

Client shall promptly return any Firm property, including documents, data, and equipment, and the Firm shall return any Client property in its possession.

Limitation of Liability

The Firm disclaims any liability for services or advice provided after the effective date of termination, and Client acknowledges that the Firm shall have no further obligation or responsibility except as explicitly stated herein.

Future Communications

Any future communications regarding this matter should be made in writing and addressed to the Firm's designated representative.

Governing Law and Dispute Resolution

This termination letter shall be governed by and construed in accordance with the laws of the State of _____ without regard to its conflict of laws principles. Any disputes arising hereunder shall be subject to the exclusive jurisdiction and venue of the state and federal courts located in _____ County, _____.

Acknowledgment

Please acknowledge receipt of this termination letter by signing below and returning a copy to the Firm at your earliest convenience. Your signature does not waive any rights or remedies available to either party.

Thank You

We appreciate the opportunity to have served you and wish you success in your future endeavors.

CLIENT'S ACKNOWLEDGMENT

Signature: _____

Name: _____

Title: _____

Date: _____

FIRM REPRESENTATIVE

Signature: _____

Name: _____

Title: _____

Date: _____

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