

Your Name
Job Title
Company
Your Address
Your City, State Zip Code
Your Phone Number
Your Email

Date

Name
Title

Organization
Address
City, State Zip Code

Dear **Mr./Ms. Last Name:**

Please consider this letter our formal withdrawal from our contract with **Upstate Consultants**. This contract expires on **July 31 20XX** and we will not be renewing for **20XX**.

Our relationship with **Upstate** has been an incredible experience. You have been a valuable resource for our company and we truly appreciate the work you have done for us as clients. I greatly enjoyed working with such a unique group of people, and I am very thankful for the time we shared.

I will always appreciate all of the work you have done for us at **Upstate Consulting**. Please let me know if there is anything I can do to tie up any loose ends. I wish you all the best.

Sincerely,

Your Signature (hard copy letter)

Your Typed Name

Job Title