# Client Disengagement Email Templates for Accounting firms

1. **Clients who don't cooperate and pay less.**

Subject: Termination of Accounting Services

Dear [Client's Name],

I trust this message finds you well. It is with regret that I must address our ongoing challenge regarding the submission of essential documents and payment schedule adherence for our accounting services.

Despite our collective efforts to rectify these issues, the consistent delay in receiving necessary documents and challenges with payment schedules have created operational difficulties. Regrettably, these issues compromise the quality of service we aim to provide.

After careful consideration, we have decided to terminate our accounting services effective [termination date]. This decision, while difficult, is made in the best interest of both parties.

We will do our best to ensure a smooth transition. If you need assistance in transitioning to a new service provider, please feel free to contact us.

Thank you for the opportunity to serve you. I wish you success in your future endeavors.

Sincerely,

[Your Name]
[Your Position]
[Your Contact Information]

2. **Clients who pay well but don’t cooperate for timely document submission.**

Subject: Important Update: Streamlined Process for Document Submission

Dear [Client's Name],

I hope this message finds you well. At our firm, we value your trust and the opportunity to assist with your financial needs. We're reaching out to share some important updates regarding our processes for the upcoming tax season.

To streamline our operations and enhance the quality of service, we've implemented new procedures for timely tax preparation. We're establishing planned schedules for each client's tax filing, aiming for a more organized and efficient approach.

As a valued client, we kindly request your cooperation in adhering to the new document submission schedule. In the event of delayed submissions, we may need to place the tax preparation in an extension, which could potentially affect the filing deadline.

Should you have any questions or require further clarification, please don't hesitate to reach out to us.

Thank you for your continued trust in our services.

Best regards,

[Your Name]
[Your Position]
[Your Contact Information]

3. **Clients who are cooperative in the submission of documents but pay less**

Subject: Update Regarding Pricing for Tax Services

Dear [Client's Name],

I trust this message finds you well. As a valued client, your commitment to timely document submissions has been greatly appreciated. Your cooperation has been instrumental in ensuring the accuracy and efficiency of our tax services.

However, after careful consideration and in line with our commitment to providing top-notch service, we are revising our pricing structure for tax services, effective this upcoming tax season. Our updated pricing aims to reflect the true value of the services and the level of dedication we devote to meeting your financial needs.

Our goal is to continue providing you with the high-quality service and dedication that you deserve. We greatly value your partnership and hope to continue our collaboration while maintaining the quality and integrity of our services.

If you have any questions or require further information about the updated pricing structure, please do not hesitate to get in touch with us.

Thank you for your continued trust in our services.

Warm regards,

[Your Name]
[Your Position]
[Your Contact Information]