CPA Firm Disengagement Letter/Release of Information

**Date**

Dear NEW ACCOUNTANT NAME,

After long and careful consideration, we have decided that we must end our relationship with you as our accounting firm effective immediately. This was not an easy decision, but it was one that needed to be made.

Please discontinue any work on our accounts as we have obtained a new firm to complete any further needs. If you have any of our original records please return them to us as soon as possible. Also, please forward us a copy of our 20XX Income Tax Returns and 20XX Personal Property Tax Declaration.

Please release any information requested, to our new firm:

**(INSERT YOUR COMPANY NAME, Address and Phone Number)**

Thank you for all your hard work through the years and we wish you continued success in the future.

Sincerely,

NEW CLIENT NAME

TITLE