

Hi [Client Name],

I have an update to my services that I'd like to share with you. I will be transitioning my clients to other highly qualified tax experts in the coming months. It has been an honor to serve you, and I'm deeply grateful for the trust you've placed in me.

[Add in any personal details you wish to share]

My main priority is to make sure you continue to receive excellent, reliable tax care. After much care, thought, and research, I will be transitioning my clients to [Tax Firm Name]. I firmly believe they have the knowledge and experience to help you with your unique tax situation.

[Add any information you'd like about the new tax expert]

Thank you for allowing me to serve you. I'm confident you'll be in excellent hands going forward. Please feel free to reach out if you have any questions as we make this transition together.

Warm regards,

[[YOUR NAME]]