

**Sample letter to clients where a foreign firm ceases practice**

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Dear \_\_\_\_\_

Our firm will cease practice in Hong Kong on *[date of Cessation]*.

We have appointed ABC firm as our Cessation agent to deal with all matters arising out of our cessation of practice. The particulars of ABC firm are as follows:-

Name: ABC firm  
Address: \_\_\_\_\_  
Telephone nos: \_\_\_\_\_  
Fax nos: \_\_\_\_\_  
Email address: \_\_\_\_\_  
Contact person: \_\_\_\_\_

At present, the following documents are kept by us:-

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_

Our firm also holds \$\_\_\_\_\_ in the client account.

Your documents will be kept by us at this address and your money will remain in the client account until we receive your instructions or until *[the date of Cessation]*. If we have not received your instructions by then, your documents and money on account will be transferred to ABC firm pending your instructions.

Please feel free to contact me if you have any query.

Yours sincerely

[signed]