

[Date]

[Agency Contact Name]

[Agency Name]

[Agency Address]

Subject: Rejection of Request for Removal from Specialist Agency Roster

Dear [Contact Name],

We have received your formal request dated [Date] regarding the removal of [Agency Name] from our Specialist Agency Roster.

After reviewing the current terms of our Service Level Agreement and our upcoming project requirements, we are unable to approve your removal from the roster at this time. Our records indicate that [Agency Name] remains under contract to provide specialized services until [Contract End Date].

Per the "Termination and Removal" clause in our agreement, the following requirements must be met before a removal can be processed:

- Completion of all active work orders and deliverables.
- Compliance with the [Number]-day written notice period.
- Finalization of the knowledge transfer process as outlined in Section [Number].

We value the expertise your agency brings to our operations and wish to ensure that all outstanding obligations are settled to maintain a professional transition. We suggest scheduling a meeting on [Proposed Date/Time] to discuss a structured phase-out plan that aligns with our contractual obligations.

Please contact [Name/Department] at [Phone/Email] to confirm your availability for this discussion.

Sincerely,

[Your Name]

[Your Job Title]

[Your Organization]