

[Your Name/Company Name]  
[Your Address]  
[City, State, Zip Code]  
[Date]

[Recipient Name]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

**RE: TERMINATION OF AGENCY AGREEMENT FOR BREACH OF CONTRACT**

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating the Agency Agreement dated [Date Agreement was Signed] between our organizations, effective [Immediate or Specific Date].

This termination is a result of a material breach of the following terms of our agreement:

- [Description of Breach 1: e.g., Failure to meet specific performance targets]
- [Description of Breach 2: e.g., Unauthorized use of intellectual property]
- [Description of Breach 3: e.g., Failure to provide monthly reports as per Clause X]

[Select one of the following options:]

Option 1: Despite our previous notice dated [Date of previous notice] regarding these issues, you have failed to cure the breach within the required timeframe.

Option 2: Due to the nature of this breach, it is considered non-curable, and we are exercising our right to terminate the relationship immediately.

Pursuant to this termination, please ensure the following:

1. Cease all representation of [Your Company Name] immediately.
2. Return all company property, files, leads, and confidential materials by [Date].
3. Submit a final invoice for all undisputed services rendered up to the date of termination.

We reserve all rights to pursue further legal remedies for any damages incurred as a result of this breach of contract.

Sincerely,

[Your Signature]  
[Your Printed Name]  
[Your Title]