

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

[Agent Name/Agency Name]
[Agent Address]
[City, State, Zip Code]

RE: NOTICE OF TERMINATION OF AGENCY AGREEMENT

Dear [Name of Contact Person],

This letter serves as formal notification that [Your Company Name] is terminating the Agency Agreement dated [Date Agreement was Signed] regarding business restructuring services.

This decision follows a strategic internal review and a broader restructuring of our corporate operations. In accordance with Section [Number] of the Agreement, we are providing [Number] days' notice. Therefore, the effective date of termination will be [Final Date of Service].

Please note the following requirements regarding the conclusion of our partnership:

- Discontinue all representation of [Your Company Name] effective [Final Date].
- Submit all final invoices for services rendered up to the termination date no later than [Date].
- Return all proprietary information, client lists, and company property in your possession within [Number] days.
- Cease use of any intellectual property or branding associated with our firm.

We appreciate the services provided during our engagement and wish you success in your future endeavors. Should you have any questions regarding the transition process, please contact [Name] at [Phone/Email].

Sincerely,

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