

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

[Insolvency Practitioner/Receiver Name]  
[Firm Name]  
[Address]  
[City, State, Zip Code]

**RE: Notice of Termination of Agency Agreement - [Client Company Name] (In Liquidation/Administration)**

Dear [Name of Practitioner],

We are writing to you in your capacity as the appointed [Liquidator/Administrator/Receiver] for [Client Company Name], hereafter referred to as "the Client".

Following the formal notification of the Client's insolvency on [Date], we hereby give formal notice to terminate the Agency Agreement dated [Date of Agreement] between [Your Company Name] and the Client, effective immediately.

Pursuant to the terms of the Agreement and standard commercial practice, this termination is based on the Client's insolvency status. Please take note of the following:

- **Cessation of Services:** All services provided under the Agreement will cease as of [Date/Time].
- **Outstanding Invoices:** Please find attached a statement of account detailing all outstanding invoices totaling [Amount] for services rendered prior to the appointment of your office. We will lodge a formal Proof of Debt in due course.
- **Return of Property:** We request the return of any proprietary materials or assets belonging to [Your Company Name] currently held by the Client within [Number] days.
- **Authority:** All previous authorizations granted to the Client to act on our behalf or represent our brand are hereby revoked.

Please acknowledge receipt of this notice and provide details regarding the process for the adjudication of creditor claims.

Yours sincerely,

[Your Signature]

[Your Name]  
[Your Title]