

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

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

**RE: Notice of Termination of Agency Agreement**

Dear [Recipient Name],

This letter serves as formal notice that [Your Company Name] is terminating the Agency Agreement dated [Date of Original Contract] between our organizations, effective [Effective Date of Termination].

This decision follows our identification of a conflict of interest regarding [Briefly describe the conflict, e.g., your representation of a direct competitor / a personal interest that compromises the duty of loyalty]. Under the terms of our agreement and professional standards, we believe this conflict prevents the continued impartial performance of your duties.

In accordance with this termination:

- All services must cease as of the effective date.
- Please return all company property, documents, and confidential information by [Date].
- Final invoicing for services rendered up to this date should be submitted by [Date].

We request a written acknowledgment of this notice and a confirmation that all necessary steps are being taken to wind down the agency relationship.

Sincerely,

[Your Signature]

[Your Printed Name]  
[Your Title]