

[Date]

[Agent Name]

[Agency Name]

[Agency Address]

[City, State, Zip Code]

RE: Notice of Non-Renewal of Agency Agreement

Dear [Agent Contact Name],

Please accept this letter as formal notification that [Your Company Name] has decided not to renew our Agency Agreement, dated [Original Agreement Date].

Accordingly, the agreement will terminate on its scheduled expiration date of [End Date of Current Term]. This decision has been made in accordance with the notice period requirements outlined in Section [Section Number] of the agreement.

Regarding the conclusion of our partnership, please note the following:

- **Final Deliverables:** All outstanding projects or services must be completed by [Final Completion Date].
- **Property Return:** Please return all company property, including keys, equipment, and access badges, by [Date].
- **Data and Records:** Please transfer all files, data, and work-in-progress related to our account to [Name of Contact Person] by [Date].
- **Final Invoice:** Please submit your final invoice for services rendered up to the termination date no later than [Date].

We would like to thank you for your services during the term of our agreement and wish you and your agency success in your future endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]