

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

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

**RE: Notice of Termination of Agency Agreement due to Force Majeure**

Dear [Recipient Name],

I am writing to formally notify you of the termination of the Agency Agreement dated [Start Date of Agreement] between [Your Company Name] and [Recipient Company Name].

Pursuant to Section [Section Number] of our Agreement regarding "Force Majeure," we are exercising our right to terminate this contract effective [Termination Date]. This decision is a direct result of [Description of the Force Majeure event, e.g., natural disaster, pandemic, government mandate], which has rendered the performance of our obligations under this agreement impossible or commercially impracticable.

The aforementioned event began on [Event Start Date] and has continued for a period of [Number] days, exceeding the timeframe allowed for temporary suspension under the terms of our contract. Despite our best efforts, we are unable to fulfill the contractual duties due to circumstances beyond our reasonable control.

In accordance with the termination procedures:

- All active projects and services will cease as of [Termination Date].
- We will provide a final accounting of all expenses and fees incurred up to the date of this notice within [Number] days.
- All proprietary information, data, and materials belonging to your company will be returned or destroyed as per the confidentiality clauses of our agreement.

Please acknowledge receipt of this letter and confirm the commencement of the wind-down process. We regret that these unforeseen circumstances have led to this conclusion and thank you for your understanding.

Sincerely,

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