

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

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

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

Dear [Recipient Name],

Please accept this letter as formal notification that [Your Company Name] is terminating the Agency Agreement dated [Date Agreement was Signed] between our organizations. This termination will be effective as of [Effective Date of Termination].

This decision has been made due to a consistent lack of performance regarding the agreed-upon Key Performance Indicators (KPIs) and service standards outlined in Section [Number] of our contract. Specifically, the following performance issues were identified:

- [Description of specific failure or missed target 1]
- [Description of specific failure or missed target 2]
- [Description of specific failure or missed target 3]

Despite previous discussions and notices regarding these performance concerns, the required improvements have not been met. Consequently, we find it necessary to exercise our right to terminate the partnership.

In accordance with the agreement, please ensure the following actions are completed by the effective date:

- Return all proprietary materials, data, and company property.
- Cease all representation of [Your Company Name] to third parties.
- Submit a final invoice for services rendered up to the date of termination.

We expect a smooth transition and full cooperation during this period. Please confirm receipt of this notice and acknowledge the termination date.

Sincerely,

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