

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

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

RE: NOTICE OF TERMINATION OF AGENCY AGREEMENT

Dear [Client Name],

This letter serves as formal notice that [Your Agency Name] is terminating the Agency Agreement dated [Date of Contract] effective immediately, due to non-payment of outstanding invoices.

As of today, your account is past due in the amount of \$[Total Amount Owed]. This balance consists of the following unpaid invoices:

- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]
- Invoice #[Number] - Date: [Date] - Amount: \$[Amount]

Despite our previous reminders sent on [Date of reminders], we have not received the required payment. Per the terms of our agreement, failure to provide payment constitutes a material breach of contract, granting us the right to terminate our services.

Please be advised of the following regarding this termination:

- All active work and services will cease as of [Date/Time].
- Access to [Specific Platforms/Tools/Accounts] will be revoked.
- Final deliverables will only be released upon receipt of the full outstanding balance.

Please remit the total outstanding payment of \$[Total Amount Owed] by [Deadline Date] to avoid further legal action or the involvement of a collections agency.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]