

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

[Agent Name/Agency Name]
[Agent Address]
[City, State, Zip Code]

RE: Notice of Termination of Agency Agreement

Dear [Name of Contact Person],

This letter serves as formal notification that [Your Company Name] is exercising its right to terminate the Agency Agreement dated [Start Date of Agreement] for convenience.

Pursuant to Section [Section Number] of the Agreement, which permits termination without cause, the effective date of this termination will be [Final Date of Service], providing the required [Number of Days] days' notice.

Please cease all activities on behalf of [Your Company Name] by the effective date. We request that you provide a final invoice for all outstanding services rendered up to that point. Furthermore, please return all company property, confidential documents, and client leads in your possession as per the terms of our contract.

We thank you for your services and wish you the best in your future endeavors.

Sincerely,

[Your Signature]

[Your Printed Name]
[Your Title]