

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

[Recipient Name]
[Agency Name]
[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 [Start Date of Contract] for [Service Type/Project Name].

Pursuant to the terms of our agreement, we are providing a thirty (30) day notice period. The effective date of termination will be [Date - 30 days from today].

During this transition period, we expect the following:

- Completion of all outstanding tasks scheduled for this period.
- Return of all company property, data, and login credentials.
- A final invoice for services rendered up to the termination date.

We appreciate the work performed during our partnership and wish your agency the best in its future endeavors.

Sincerely,

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