

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]

[Date]

[Agent Name or Agency Principal]  
[Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Re: Termination of Representation Agreement

Dear [Agent Name],

I am writing to formally notify you that I am terminating my representation agreement with [Agency Name], effective immediately.

This decision is a result of unprofessional conduct that has made our continued working relationship untenable. Specifically, [briefly state the issue, e.g., lack of communication, failure to fulfill contractual obligations, or specific instances of misconduct]. Such behavior is inconsistent with the standards of professional representation I expect.

Pursuant to this termination, please ensure the following:

- Cease all representation of my interests and use of my likeness or materials immediately.
- Return all original documents, portfolios, and property belonging to me within [Number] days.
- Provide a final accounting of any outstanding commissions or expenses as per our written agreement.

Please confirm receipt of this letter and the formal closing of my file in writing.

Sincerely,

[Your Signature]

[Your Printed Name]