

[Your Name/Title]  
[Your Company Name]  
[Your Address]  
[Date]

[Name of Contact Person]  
[Name of Agency]  
[Agency Address]

**Subject: Notice of Contract Termination due to Agency Merger**

Dear [Contact Name],

Please accept this letter as formal notification that [Your Company Name] will be terminating our contract for [Type of Services] effective [Termination Date].

This decision follows the recent announcement of the merger between [Agency Name] and [Acquiring/Merging Entity]. After reviewing our strategic requirements and the new organizational structure resulting from this merger, we have decided to move in a different direction regarding our service providers.

Pursuant to the terms of our agreement dated [Original Contract Date], we are providing [Number] days' notice as required. We request that all work in progress be completed or handed over by [Final Date], and that a final invoice be submitted for all services rendered up to the termination date.

Please confirm receipt of this notice and provide instructions for the return of any company property, data, or login credentials currently held by your agency.

We thank you for the services provided to date and wish the new entity success in its future endeavors.

Sincerely,

[Signature]  
[Printed Name]  
[Title]