

[Date]

[Agent Name]

[Agent Address]

[City, State, Zip Code]

Subject: Notice of Termination of Agency Agreement

Dear [Agent Name],

This letter serves as formal notification that [Insurance Company Name] is terminating your Agency Agreement, effective [Immediate or Termination Date].

This decision has been made due to your failure to comply with established insurance regulations and industry standards. Specifically, the following non-compliance issues were identified:

- [Detail specific regulatory violation, e.g., failure to maintain valid licensing]
- [Detail specific regulatory violation, e.g., unauthorized document alteration]
- [Detail specific regulatory violation, e.g., failure to provide required consumer disclosures]

As a result of this termination, you must immediately:

- Cease representing yourself as an agent of [Insurance Company Name].
- Stop soliciting, negotiating, or binding any new insurance policies on our behalf.
- Return all company property, including policy forms, marketing materials, and proprietary data.
- Remit any outstanding premiums or funds held in trust to the company office by [Date].

Please be advised that we are required by law to report this termination and the grounds for non-compliance to the [State Name] Department of Insurance and any other relevant regulatory bodies.

If you have any questions regarding the administrative process of this termination, please contact [Contact Person/Department Name] at [Phone Number].

Regards,

[Signature]

[Name of Authorized Officer]

[Title]

[Insurance Company Name]