

Date: [Insert Date]

To: [Name of Agent/Agency]

Address: [Insert Agent Address]

City, State, Zip: [Insert City, State, Zip]

RE: NOTICE OF TERMINATION OF AGENT AGREEMENT

Dear [Name of Agent],

This letter serves as formal notice that [Your Name or Company Name] is terminating the Agent Agreement dated [Date of Original Contract], effective immediately.

This cancellation is being executed for cause due to the discovery of unlawful insurance practices. Specifically, it has come to our attention that the following activities have occurred:

[Insert brief, factual description of unlawful acts, e.g., misrepresentation of policy terms, premium misappropriation, or unlicensed activity].

Under the terms of our agreement and applicable state insurance laws, such conduct constitutes a material breach of contract and a violation of regulatory standards. As a result:

- Your authority to represent [Your Company Name] is revoked immediately.
- You must cease all solicitation, negotiation, and sale of insurance products on our behalf.
- All proprietary materials, client files, and outstanding premiums must be returned to our office by [Insert Date].
- A formal report regarding these practices will be filed with the State Department of Insurance.

Please acknowledge receipt of this notice immediately. All future communication regarding this matter should be directed to [Name of Legal Counsel or Executive] in writing.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title]

[Your Company Name]