

DATE: [Insert Date]

TO: [Producer Name]

[Producer Address]

[City, State, Zip Code]

RE: NOTICE OF PRODUCER AGREEMENT TERMINATION

Dear [Producer Name],

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

This action is being taken as a direct result of your failure to meet the requirements of the regulatory audit conducted on [Audit Date]. Specifically, the termination is based on the following findings:

- [Insert Specific Regulatory Violation or Audit Failure Point]
- [Insert Specific Regulatory Violation or Audit Failure Point]

As per the terms of your agreement, you are required to immediately cease all solicitation, sale, and servicing of [Company Name] products. Furthermore, you must:

- Return all proprietary manuals, marketing materials, and company property within [Number] days.
- Cease the use of the company name or logo in any advertising or digital media.
- Ensure all pending client files are transferred to [Department Name] by [Date].

Please be advised that this termination may be reportable to the State Department of Insurance and other relevant regulatory bodies as required by law.

Any outstanding commissions will be handled in accordance with the "Termination" section of your Producer Agreement. If you have questions regarding your final compensation or the transition of your book of business, please contact [Contact Name/Department] at [Phone Number/Email].

Sincerely,

[Signature]

[Name of Authorized Official]

[Title]

[Company Name]