

[Date]

[Recipient Name]

[Agency Name]

[Address Line 1]

[Address Line 2]

RE: NOTICE OF TERMINATION OF AGENCY CONTRACT

Dear [Recipient Name],

This letter serves as formal notification that [Your Company Name] is terminating the agency contract dated [Contract Start Date] for [Service Description]. This termination is effective as of [Final Date of Service].

Please be advised that this decision is final. This contract is non-reinstatable, and we will not be entertaining any requests for renewal or reinstatement of services at this time or in the future.

Pursuant to the terms of our agreement, please ensure the following actions are completed by the effective date:

- Return of all company property, including data, login credentials, and physical assets.
- Submission of all final reports and deliverables.
- Cessation of all representation of [Your Company Name] to third parties.

Final payment for services rendered up to the termination date will be processed on [Payment Date], subject to the successful handover of all required materials.

Please acknowledge receipt of this letter by signing and returning a copy to us.

Regards,

[Your Signature]

[Your Name]

[Your Title]

[Your Company Name]