

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Date]

[Agent Name/Agency Name]
[Agent Address]
[City, State, Zip Code]

RE: Notice of Termination of Agency Services

Dear [Agent Name],

Please accept this letter as formal notification that I am terminating your services as my agent, effective [Date].

In accordance with this termination, I provide the following instructions:

- **Cease Representation:** Immediately cease all representation, negotiations, or actions on my behalf regarding [Project Name/Account Number/Specific Matter].
- **Return of Documents:** Please return all original documents, records, files, and property belonging to me that are currently in your possession within [Number] days.
- **Transfer of Information:** Transfer all relevant electronic data and files to [Name of New Agent or Your Name] at [Email Address/Location].
- **Final Accounting:** Provide a final statement of accounts, including any outstanding fees or expenses, no later than [Date].
- **Notification of Third Parties:** Please inform all relevant third parties with whom you have been dealing on my behalf that you no longer represent me.

Any existing Power of Attorney or authorization granted to you is hereby revoked as of the effective date mentioned above.

Please acknowledge receipt of this letter and confirm your compliance with these instructions in writing.

Sincerely,

[Your Signature]

[Your Printed Name]