

Letter of Termination of Agency Services

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

[Agency's Name]
[Agency's Address]
[City, State, Zip Code]

Dear [Agency's Contact Name],

We are writing to formally terminate our agency services agreement dated [start date of the agreement], effective [termination date]. This decision has been made after careful consideration of our current business needs.

As per the terms outlined in the agreement, we kindly request that all ongoing projects and activities be concluded by the effective termination date. Please provide us with any outstanding invoices and a final report on the services rendered.

We appreciate the services you have provided during our partnership and wish you continued success in the future.

Thank you for your understanding.

Sincerely,

[Your Name]
[Your Position]
[Your Company]